

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

February 11, 1958

MEMORANDUM NO. 1422

Automatic Data Processing

1. Policy. Developments in automatic data processing (referred to also as electronic data processing) are providing significant opportunities for improving management and program operations in many areas of Government and private business. In keeping with the Department's continuing effort to ensure the most efficient and effective pursuit of program objectives, the constructive application of this equipment is strongly encouraged.

However, because this type of equipment entails substantial cost for site preparation and maintenance, potential ADP applications should initially be explored with a view to utilizing time available on equipment in other agencies or private organizations. Practical considerations also require that technically qualified personnel guide the developments necessary to utilize equipment adapted to agency needs. Current experience indicates that careful selection of personnel, combined with opportunity for specialized training, is essential to successful operation. To facilitate the achievement of these objectives, the responsibilities and procedures described in this memorandum have been established.

2. Responsibilities of the Office of Administrative Management. Primary responsibility for staff guidance and coordination of the Department's automatic data processing activities is assigned to the Office of Administrative Management. The functions of this Office shall include:
 - A. Facilitating the exchange of information about automatic data processing developments and acting as the central reference point within the Department on all matters related to these developments;
 - B. Reviewing and advising on proposals for acquisition of or contracting for automatic data processing equipment within and outside the Department;
 - C. Consulting with agency and staff office officials on matters related to automatic data processing and obtaining recommendations of the appropriate staff offices in areas that affect their respective functional responsibilities.
3. Responsibilities of Other Staff Offices. The introduction of automatic data processing systems may be expected to affect functional areas in which other staff offices have substantive responsibility. For this

UNITED STATES DEPARTMENT OF AGRICULTURE
BUREAU OF PLANT INDUSTRY
WASHINGTON, D. C.

February 1, 1925

MEMORANDUM

TO: THE SECRETARY OF AGRICULTURE

FROM: [illegible]
SUBJECT: [illegible]
[illegible text]

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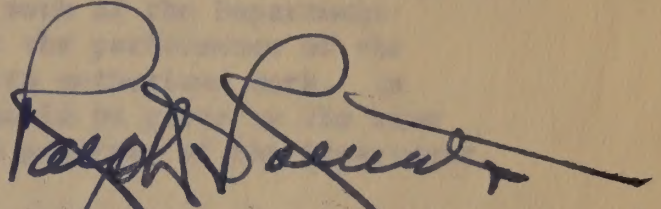
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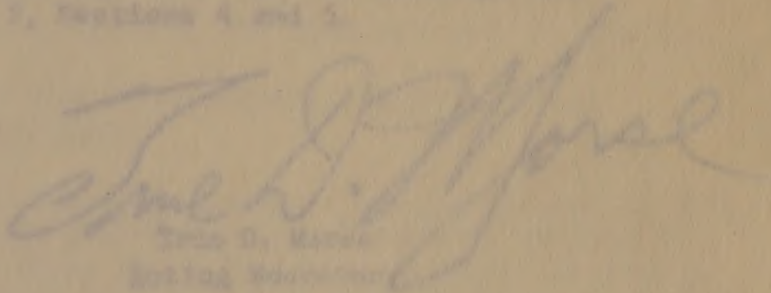
reason, the Office of Budget and Finance, the Office of Personnel, and the Office of Plant and Operations should provide for effective liaison and cooperation with the Office of Administrative Management.

4. Responsibilities of Agency Heads. Each agency head should take specific steps to ensure that possible applications of automatic data processing equipment in his agency's program and management activities are fully explored. Any potential applications that are determined by such inquiries should be referred to the Office of Administrative Management for consideration. Before making any commitment, contract, or other agreement to lease or purchase automatic data processing equipment, agency heads should consult with the Director, Office of Administrative Management.

Proposed expenditures should be substantiated by documented feasibility studies. These studies, as a general rule, entail a complete systems analysis or functional survey of existing procedures. This action of streamlining and improving operations prior to making a decision to rent or purchase ADP equipment is essential to effective planning. Potential savings to be realized, in the agency, should also be a matter of record. Comparative cost studies and projections of employment reductions are also important factors in determining economies.



Ralph S. Roberts
Administrative Assistant Secretary

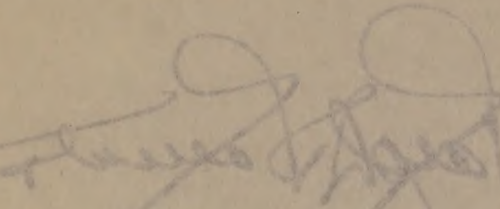


Carl D. Morse
Chief, Office of Administrative Management

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Philip S. Roberts
Administrative Assistant Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of Personnel
Washington 25, D. C.

April 4, 1958

no. 1423

MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

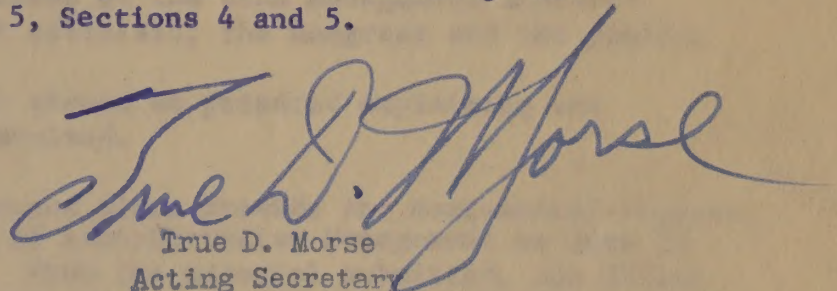
Subject: Attendance at Professional Meetings

The Committee on Scientists and Engineers for Federal Government Programs is concerned with improving the general climate in which government scientists and engineers work. Among their proposals for doing this is a recommendation that "... Agencies liberalize policies governing payment of travel expenses of scientists and engineers for attendance at professional society meetings to permit optimum use by professional personnel when attendance at such meetings will benefit the employees in their work or is of value to the Federal service."

It is the Department's policy to provide representation at meetings of scientific and professional societies for the purpose of giving or acquiring information relating to the work of the Department when such representation is necessary for the performance of the Department's functions, or will further its authorized work. In its application, careful consideration should be given to the kind and importance of meetings in relation to programs of the Department.

In considering attendance at meetings of professional societies, heads of agencies should be guided by the above recommendation and policy so far as may be done under present legal restrictions and within available funds.

The Department regulations governing attendance at meetings are contained in Title I, Chapter 5, Sections 4 and 5.


True D. Morse
Acting Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of Personnel
Washington 25, D. C.

MEMORANDUM FOR THE CHIEF OF BUREAU OF AGRICULTURE

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The Department regulations governing attendance at meetings are contained in Title I, Chapter 5, Sections 4 and 5.

John H. Moore
Acting Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

June 13, 1958

MEMORANDUM NO. 1424

Reports on Agency Management Improvement Activities

1. PURPOSE. For reporting management improvement progress in the Department, a revised system is being introduced which is designed to (a) focus attention on significant major accomplishments, (b) provide a mechanism for more current information on developments, and (c) expedite publication of an annual report of greater substantive content.
2. RESPONSIBILITIES. As in the past, agency heads have primary responsibility for conduct of the agency's Management Improvement Program. Through the Assistant Administrators for Management, or other designated officials who serve on the Department's Management Improvement Committee, a channel exists for interchange of information and beneficial discussion across agency lines. For this reason, the Management Improvement Committee participated in developing plans for the revised reporting system.
3. INFORMATION TO BE REPORTED. Agencies should report only those outstanding management improvement accomplishments which have produced marked results in their operations. Items selected should be drawn from broad-based reporting systems in the agencies. Since the Department can publish only the most highly selective accomplishments, agencies should report only 2 or 3 major achievements during any one reporting period. Two broad requirements, however, should be followed:
 - a. Agency representatives may report any accomplishment which they believe warrants the attention of the USDA Management Improvement Committee, Department officials, the Congress and the public.
 - b. A substantiating statement should be prepared explaining the management implications involved.
4. REPORTING SCHEDULE. The projected plans provide for semi-annual reports, to be submitted to the Office of Administrative Management on June 15 and December 15 of each year. From the material submitted, the Office of Administrative Management will prepare an annual publication on "Management Improvement in the U. S. Department of Agriculture." This publication will be scheduled for distribution by November 15 of each year.
 - a. To give immediate effect to the revised system, agencies are requested to report on management improvement accomplishments

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

August 12, 1954

MEMORANDUM NO. 1144

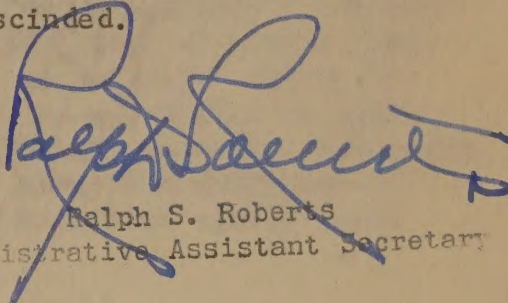
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5. To give immediate effect to the revised system, agencies are requested to report on management improvement accomplishments

for the fiscal year 1958 by July 15, 1958. This report should be submitted in duplicate and be confined to major developments.

- b. Subsequent reports will be due on December 15 and June 15 of each year.
- c. Items of general interest will be selected for agenda topics of the Management Improvement Committee at meetings designated by the Committee Chairman. It is believed that oral presentations by agency representatives will strengthen the Department's program through discussion of the solutions found for management problems.

5. PREVIOUS MEMORANDA RESCINDED. Secretary's Memorandum No. 1393, and Supplements No. 1 and No. 2, are hereby rescinded.

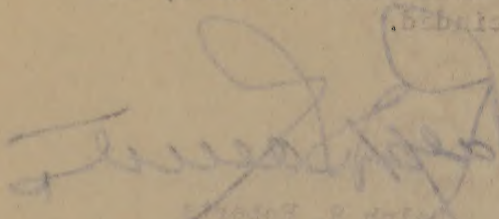

Ralph S. Roberts
Administrative Assistant Secretary

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2. PREVIOUS MEMORANDA RECORDED. Secretary's Memorandum No. 1393, and Supplements No. 1 and No. 2, are hereby rescinded.


Philip S. Foster
Assistant Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

July 25, 1958

MEMORANDUM NO. 1425

Survey of Archival Material in the Department Library

1. Background. For some years the Department Library has performed a dual role in maintaining (a) agricultural reference material useful in providing library services and also (b) historical reference material useful in documentation of USDA administrative activities and program developments. Material of the latter type has grown in volume to the point that critical review is necessary to determine appropriate measures for greater selectivity in the acceptance and retention of varied kinds of administrative issuances. For this reason, an extensive survey is being authorized. The Library will be assisted by the Office of Administrative Management in organizing and conducting the appraisal necessary. The participation of other Department agencies also is anticipated to insure that survey objectives are consonant with current agency needs and prospective requirements.

2. Initial Action. In collaboration with the Library, the Office of Administrative Management will review historical reference material of an administrative nature from the standpoint of records management, i.e., procedures for retention and disposition under the Federal Records Act of 1950. The Office of Administrative Management will also collaborate with agency records officers, relying on these officials for authoritative guidance and assistance in dealing with materials of concern to individual agencies. This liaison may, in some cases, require assignment of agency records officers for temporary duty in compiling an inventory of agency issuances in the possession of the Library.

3. Policy Formulation. On the basis of survey findings and recommendations, the Department expects to formulate policy designed to:

- a. Eliminate use of the Library as a depository for miscellaneous issuances (printed, mimeographed, off-set, or otherwise processed) to the extent feasible;
- b. Curtail and minimize Library responsibility for record material characterized merely as historical documentation of day-to-day administrative activity;
- c. Schedule retention and disposition of such record material either through Library or agency channels, as may be most appropriate;

ORGANIZATION 1 (Library)

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

July 25, 1952

MEMORANDUM NO. 1452

Survey of Archival Material in the Department Library

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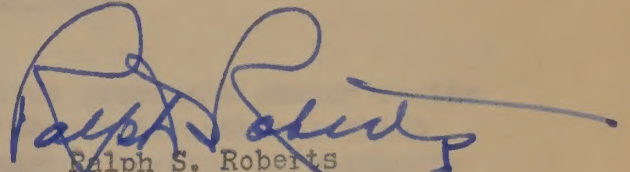
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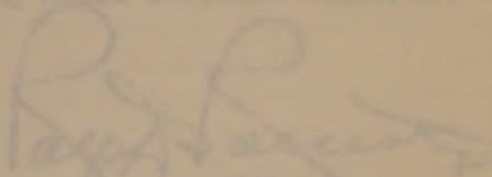
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- c. Schedule retention and disposition of such record material either through Library or agency channels, as may be most appropriate;

d. Utilize fully the facilities of the National Archives and Records Service in maintaining necessary historical files.

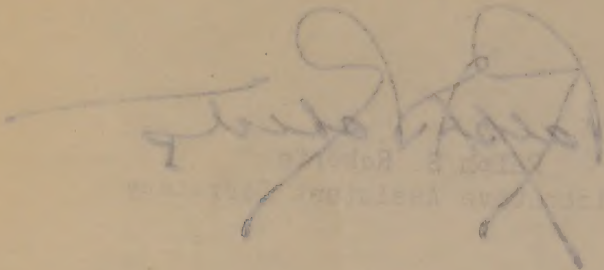
4. Agency Cooperation Essential. Since all agencies rely on the Library for services essential to their operations, it is of vital importance that cooperation be extended at this time in resolving problems that hamper performance of its primary responsibilities. Expeditious action is requested in order that orderly progress can be made to complete the survey at an early date.


Ralph S. Roberts
Administrative Assistant Secretary


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4. Agency Cooperation Essential. Since all agencies rely on the Library for services essential to their operations, it is of vital importance that cooperation be extended at this time in resolving problems that hamper performance of its primary responsibilities. Prompt action is requested in order that orderly progress can be made to complete the survey at an early date.


Robert H. Rouse
Director, National Archives and Records Administration

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D.C.

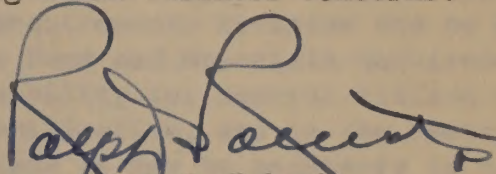
August 14, 1958

Memorandum No. 1426
MEMORANDUM TO HEADS OF DEPARTMENT AGENCIES

Small Business Act of 1958

The Small Business Act of 1958, which gives permanent status to the Small Business Administration, contains some modifications which will have to be reflected in our inter-agency working arrangements with that Agency. The Office of Plant and Operations is providing a sectional analysis of the Act to each agency headquarters. Where modifications in the Act are inconsistent with current instructions, the law itself will govern.

In conformance with Section 10 of the Act, each Agency is requested to consult and cooperate with the Small Business Administration in the formulation of policies affecting small business concerns.



Ralph S. Roberts
Administrative Assistant Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D.C.

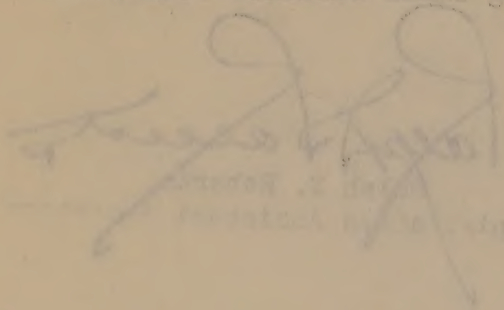
August 14, 1935

Mr. J. L. ...
MINISTER TO THE DEPARTMENT OF AGRICULTURE

Small Business Act of 1933

The Small Business Act of 1933, which gives government status to the Small Business Administration, contains some modifications which will have to be reflected in our inter-agency working arrangements with that Agency. The Office of Plant and Operations is providing a sectional analysis of the Act to each agency headquarters. Where difficulties in the Act are inconsistent with current legislation, the law itself will govern.

In accordance with Section 10 of the Act, each Agency is requested to consult and cooperate with the Small Business Administration in the formulation of policies affecting small business concerns.


Robert H. Jackson
Assistant Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

August 26, 1958.

MEMORANDUM NO. 1427

Liaison with and Coordination of
Defense and Civilian Mobilization Activities

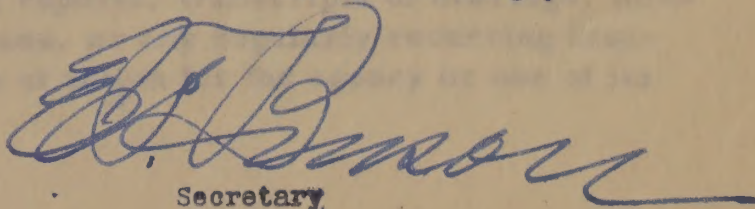
By Secretary's Memoranda Nos. 1346 and 1350 the Food and Materials Requirements Division of the Commodity Stabilization Service and Mr. Theodore S. Gold, Assistant to the Under Secretary, were assigned responsibility, respectively, for general liaison between the Department of Agriculture and the Office of Defense Mobilization and the Federal Civil Defense Administration.

Reorganization Plan No. 1 of 1958 consolidated the Office of Defense Mobilization and the Federal Civil Defense Administration, and established in the Executive Office of the President the Office of Defense and Civilian Mobilization which will perform the functions heretofore assigned to ODM and FCDA.

In view of this action it is appropriate and desirable to centralize in the Department of Agriculture the liaison responsibilities heretofore exercised in the Food and Materials Requirements Division and by Mr. Gold. Effective immediately, therefore, the Food and Materials Requirements Division of CSS will have the responsibility for central liaison with the Office of Defense and Civilian Mobilization, and in the exercise of this responsibility will take such steps as may be necessary to assure the necessary interchange of information and appropriate coordination of the defense planning and mobilization activities in the Department of Agriculture.

Overall policy and operational determinations relating to these activities will continue to be the responsibility of the Office of the Secretary under the direction of Under Secretary True D. Morse who will serve as the Department's representative on the Defense and Civilian Mobilization Board.

Those parts of Secretary's Memoranda Nos. 1346, 1350, and 1398, which are inconsistent herewith, are hereby superseded. It is expected that the Office of Defense and Civilian Mobilization will in the near future revise and bring up to date delegations previously made to the Department of Agriculture by ODM and FCDA. When this is done the Secretary's Memoranda mentioned above, together with others dealing with our defense planning and mobilization activities, will be revised accordingly.


Secretary

August 22, 1958

MEMORANDUM NO. 1457

Liaison with and Coordination of
Defense and Civilian Mobilization Activities

By Secretary's Memoranda Nos. 1345 and 1350 the Food and Materials Requirements Division of the Commodity Stabilization Service and Mr. Theodore S. Gold, Assistant to the Under Secretary, were assigned responsibility, respectively, for general liaison between the Department of Agriculture and the Office of Defense Mobilization and the Federal Civil Defense Administration.

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Secretary

OBSOLETE

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON 25, D. C.

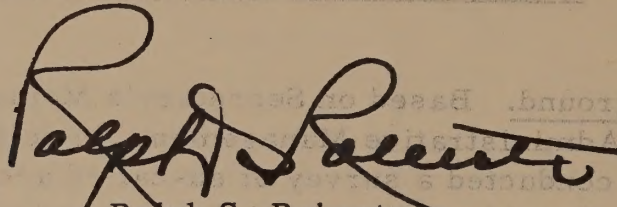
February 18, 1959

MEMORANDUM NO. 1428

Archival Responsibilities of USDA Agencies

1. Background. Based on Secretary's Memorandum No. 1425 the Office of Administrative Management, in collaboration with the Library, conducted a survey of so-called archival material in the Library. Considerable material was found which is not essential to the performance of the Library's basic function of providing reference and bibliographical services. Agency advice was solicited and relied upon in determining that various miscellaneous types of administrative material in possession of the Library should be removed from the shelves.
2. Library Responsibilities. The Director of the Library no longer will be responsible for maintaining a Departmental archive of agency administrative materials. His responsibilities will be limited to substantive materials pertaining to agriculture and its related sciences which in his judgment are needed for effective library service. Maintenance, storage and appropriate disposal of archival material will be the responsibility of each agency within its subject-matter and functional area.
3. Agency Responsibilities. Each agency or staff office should retain those records necessary for documentation of its substantive functions, its organizational and administrative development, and its policies and procedures.
4. Records Retention Instructions. Retention and disposal schedules in each agency should be amended to provide for the permanent retention of one record set only of printed or processed administrative and operating materials: such as current and superseded agency organization and position charts, budget records, procedural manuals, directives, rules and regulations, circulars of a substantive nature, operating instructions, annual reports, transcripts of hearings, minutes of meetings and conferences, or any regularly recurring issuance that establishes a course of action for the agency or one of its component units.

Provision should be made in the records control schedule for the transfer of this permanently retained material to a Federal Records Center when it is no longer required for current operations in an agency.


Ralph S. Roberts
Administrative Assistant Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE

Office of the Secretary

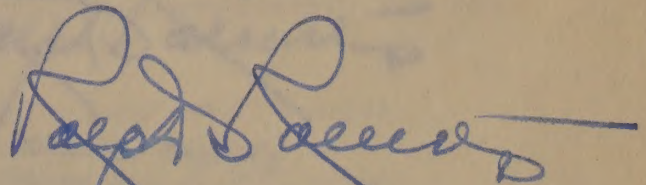
Washington 25, D. C. February 18, 1959

SECRETARY'S MEMORANDUM NO. 1428

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Provision should be made in the records control schedule for the transfer of this permanently retained material to a Federal Records Center when it is no longer required for current operations in an agency.



Ralph S. Roberts
Administrative Assistant Secretary

SECRETARY'S MEMORANDUM NO. 1425
Archival Responsibilities of USDA Agencies

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UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

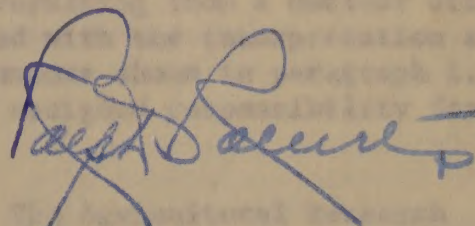
MAY 14 1959

MEMORANDUM NO. 1429

Payment for Postage and Fees in Lieu of Penalty Indicia

1. BACKGROUND. Under the provisions of P.L. 286, approved August 15, 1953, (39 U.S.C. 321 i), agencies of the Department of Agriculture have reimbursed the Post Office Department for mail transmitted under penalty indicia in lieu of postage. Recently, such reimbursement also has included payment for registered mail in Washington, D. C., except mail going to foreign destinations or requiring receipts or other services. Other mail services, such as air mail, special delivery, certified and other registered mail service, insurance, and 4th-class matter over four pounds, have required the use of stamps or direct payment of special fees.
2. BASIC CHANGES AND EFFECTIVE DATE. a. General. Effective July 1, 1959, all agencies of the Department of Agriculture will discontinue the use of penalty indicia and postage, and the payment of fees for special services. In lieu thereof they will transmit all mail, and pay for all services, under a Departmental "Postage and Fees Paid" agreement with the Post Office Department, as provided in Section 137.23b of the Postal Manual.

b. State Extension Services and Experiment Stations. State Extension Service Directors and State Extension Service Cooperative Agents, as well as State Agricultural Experiment Stations, will continue to use penalty indicia, under authority of and in accordance with Section 137.23a(1) and (2) of the Postal Manual, and are excluded from the "Postage and Fees Paid" arrangement. The Federal Extension Service and the Agricultural Research Service shall continue to pay for penalty indicia usage on behalf of the State Extension Services and State Experiment Stations (see 39 U.S.C. 321 q), respectively, out of appropriations made for such purpose, in accordance with existing procedures and agreements with the Post Office Department.
3. IMPLEMENTING PROCEDURES. Instructions for making the change to the new arrangement will be issued by the Office of Budget and Finance. Permanent provisions of the change will be incorporated in the Administrative Regulations by the appropriate staff offices.



Ralph S. Roberts
Administrative Assistant Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

MAY 14 1933

MEMORANDUM NO. 1429

Payment for Postage and Fees in Lieu of Penalty Indicia

1. BACKGROUND. Under the provisions of P.L. 285, approved August 15, 1923, (39 U.S.C. 321 (1)), agencies of the Department of Agriculture have reimbursed the Post Office Department for mail transmitted under penalty indicia in lieu of postage. Recently, such reimbursement also has included payment for registered mail in Washington, D. C., except mail going to foreign destinations or redemptory receipts or other services. Other mail services, such as air mail, special delivery, certified and other registered mail service, insurance, and high-class matter over four pounds, have required the use of stamps or direct payment of special fees.
2. BASIC CHANGES AND EFFECTIVE DATE. a. General. Effective July 1, 1933, all agencies of the Department of Agriculture will discontinue the use of penalty indicia and postage, and the payment of fees for special services. In lieu thereof they will transmit all mail, and pay for all services, under a Departmental "Postage and Fees Paid" agreement with the Post Office Department, as provided in Section 137.23b of the Postal Manual.
- b. State Extension Services and Experiment Stations. State Extension Service Directors and State Extension Service Cooperative Agents, as well as State Agricultural Experiment Stations, will continue to use penalty indicia, under authority of and in accordance with Section 137.23a(1) and (2) of the Postal Manual, and are excluded from the "Postage and Fees Paid" arrangement. The Federal Extension Service and the Agricultural Research Service shall continue to pay for penalty indicia usage on behalf of the State Extension Services and State Experiment Stations (see 39 U.S.C. 321 (4)), respectively, out of appropriations made for such purpose, in accordance with existing procedures and agreements with the Post Office Department.
3. IMPLEMENTING PROCEDURES. Instructions for making the change to the new arrangement will be issued by the Office of Budget and Finance. Permanent provisions of the change will be incorporated in the Administrative Regulations by the appropriate staff offices.

[Handwritten signature]
Special Agent in Charge

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

May 22, 1959

MEMORANDUM NO. 1430

Responsibilities for Radiological Monitoring

1. PURPOSE. By delegations from the Office of Civil and Defense Mobilization, the Department, in time of national emergency caused by hostile attack, will be responsible for administration of an emergency food and agriculture program. In the furtherance of such delegations and the carrying out of the Department's regular programs, this memorandum assigns responsibilities in the Department for leadership in developing, coordinating, and directing a nation-wide monitoring system on radioactive fallout as it concerns:

- (a) agricultural lands, including forest lands,
- (b) water used for agricultural purposes,
- (c) agricultural commodities stored or harvestable on farms and ranches,
- (d) livestock (inc. poultry),
- (e) meat and meat products and poultry and poultry products, and
- (f) agricultural commodities and products owned by CCC and the USDA

2. POLICY. It is the policy of the Department to provide an orderly and effective means for supplemental assistance to the local, State and National civil defense authorities in determining the extent of and alleviating damage resulting from radioactive fallout as it relates to the items listed above. To this end agencies assigned responsibilities by this memorandum shall mutually endeavor to formulate an integrated plan of action by the Department. In carrying out these responsibilities agencies will recognize the need for consulting with other departments and agencies having responsibilities for radiological defense activities.

3. RADIOLOGICAL MONITORING. A Federal network of fixed monitoring stations established by OCDM will use the facilities of several Federal agencies, including the Department of Agriculture. This network is designed to map promptly the national fallout situation resulting from a nuclear attack. In addition, Agriculture must be concerned with the interpretation and application of fallout data in the assignments shown in paragraph 1. The following agencies of the Department are assigned responsibility for this function in the areas indicated:

- a. Agricultural Research Service. The Agricultural Research Service is responsible for all administrative functions on behalf of the Secretary relating to radiological safety within the Department (9 AR 200-n). In this connection the ARS will

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

May 28, 1953

MEMORANDUM NO. 1270

Responsibilities for Radiological Monitoring

1. PURPOSE. By delegations from the Office of Civil and Defense Mobilization, the Department, in time of national emergency caused by hostile attack, will be responsible for administration of an emergency food and agricultural program. In the instance of such delegations and the carrying out of the Department's regular programs, this memorandum assigns responsibilities in the Department for leadership in developing, coordinating, and detecting a nation-wide monitoring system on radiative fallout as it concerns:

- (a) agricultural lands, including forest lands,
- (b) water used for agricultural purposes,
- (c) agricultural commodities stored or harvestable on farms and ranches,
- (d) livestock and poultry,
- (e) meat and meat products and poultry and poultry products, and
- (f) agricultural commodities and products owned by CCC and the USDA.

2. POLICY. It is the policy of the Department to provide an orderly and effective means for supplemental assistance to the local, State and National civil defense authorities in determining the extent of and alleviating damage resulting from radiological fallout as it relates to the items listed above. To this end agencies assigned responsibilities by this memorandum shall mutually endeavor to formulate an integrated plan of action by the Department. In carrying out these responsibilities agencies will recognize the need for consulting with other departments and agencies having responsibilities for radiological defense activities.

3. RADIOLOGICAL MONITORING. A Federal network of fixed monitoring stations established by DCM will use the facilities of several Federal agencies, including the Department of Agriculture. This network is designed to map promptly the national fallout situation resulting from a nuclear attack. In addition, Agriculture must be concerned with the interpretation and application of fallout data in the assessment shown in paragraph 1. The following agencies of the Department are assigned responsibility for this function in the areas indicated:

a. Agricultural Research Service. The Agricultural Research Service is responsible for all administrative functions on behalf of the Secretary relating to radiological safety within the Department (9A-200-4). In this connection the ARS will

make the necessary general arrangements with the OCDM for the acquisition, use and disposition of monitoring equipment. ARS will arrange with OCDM and by other means for the training of instructors in the use of monitoring equipment; give general assistance to agencies of the Department in providing for an orderly program for the training of monitors, including special emphasis on the agricultural needs to be met through this program; develop and formulate the guidelines for use in determining the most efficient rehabilitation of affected agricultural lands and commodities; and coordinate radiological training and research within the Department and with OCDM.

The ARS, in conformity with overall Departmental coordination, shall plan and place in a state of continued readiness for implementation a system for the radiological monitoring of agricultural commodities in meat slaughtering and processing plants subject to continuing ARS inspection. This assignment includes the post-attack utilization of radiological information and determination in conformity with guidelines established by ARS, and in consultation with local civil defense authorities, as to the circumstances under which the commodities may be safely used.

b. Agricultural Marketing Service. The Agricultural Marketing Service, in conformity with overall departmental coordination, shall plan and place in a state of continued readiness for implementation, a system for the radiological monitoring of poultry processing plants subject to continued AMS inspection. The Agricultural Marketing Service will also develop a system for the radiological monitoring of agricultural commodities owned by CCC or USDA, except those stored on farms, ranches, or at bin sites. This assignment includes the post-attack utilization of radiological information and the determination in conformity with general guidelines established by ARS and in consultation with local civil defense authorities as to the circumstances under which the commodities may be safely used. The Agricultural Marketing Service will begin in a minimum way to include monitoring in the training of selected employees concerned with food management, and in consultation with agencies which have a primary responsibility, will be prepared to assist further in monitoring.

c. Soil Conservation Service. The Soil Conservation Service, in conformity with overall Departmental coordination shall plan and place in a state of continued readiness for implementation a nation-wide system for the radiological monitoring of agricultural lands and waters, livestock, and of farm commodities stored or harvestable on farms, ranches, or at bin sites. (Note: The term "agricultural lands" as used here excludes forest and other adjacent or intermingled lands described in item d below.) This assignment includes

make the necessary general arrangements with the OCM for the acquisition, use and disposition of monitoring equipment. AAS will arrange with OCM and by other means for the training of instructors in the use of monitoring equipment; give general assistance to agencies of the Department in providing for an orderly program for the training of monitors, including special emphasis on the agricultural needs to be met through this program; develop and formulate the guidelines for use in determining the most efficient rehabilitation of affected agricultural lands and commodities; and coordinate radiological training and research within the Department and with OCM.

The AAS, in conformity with overall Departmental coordination, shall plan and place in a state of continued readiness for implementation a system for the radiological monitoring of agricultural commodities in meat slaughtering and processing plants subject to continuing AAS inspection. This assignment includes the post-attack utilization of radiological information and determination in conformity with guidelines established by AAS, and in consultation with local civil defense authorities, as to the circumstances under which the commodities may be safely used.

b. Agricultural Marketing Service. The Agricultural Marketing Service, in conformity with overall Departmental coordination, shall plan and place in a state of continued readiness for implementation, a system for the radiological monitoring of poultry processing plants subject to continuing AAS inspection. The Agricultural Marketing Service will also develop a system for the radiological monitoring of agricultural commodities owned by OCS or USDA, except those stored on farms, ranches, or at air sites. This assignment includes the post-attack utilization of radiological information and the determination in conformity with general guidelines established by AAS and in consultation with local civil defense authorities as to the circumstances under which the commodities may be safely used. The Agricultural Marketing Service will be in a manner way to include monitoring in the training of selected employees concerned with food management, and in consultation with agencies which have a primary responsibility, will be prepared to assist further in monitoring.

c. Soil Conservation Service. The Soil Conservation Service, in conformity with overall Departmental coordination shall plan and place in a state of continued readiness for implementation a nation-wide system for the radiological monitoring of agricultural lands and waters, livestock, and of farm commodities stored or harvested on farms, ranches, or at air sites. (Note: The term "agricultural lands" as used here includes forest and other adjacent or intermingled lands described in item d below.) This assignment includes

the post-attack utilization of radiological information and determination in conformity with guidelines established by ARS, and in consultation with local civil defense authorities, as to the circumstances under which lands may be returned to production and the farm produce and commodities safely used.

d. Forest Service. The Forest Service, in conformity with overall Departmental coordination, shall plan and place in a state of continued readiness for implementation a system for the radiological monitoring of:

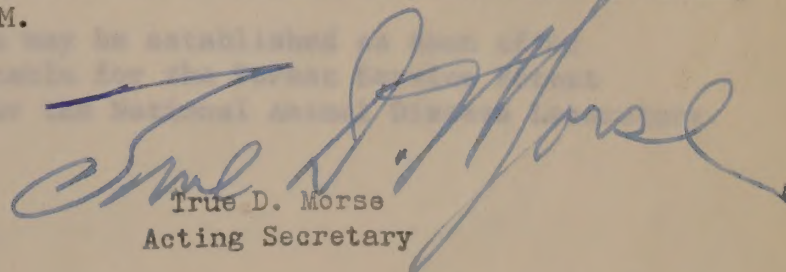
- (1) All lands within national forest boundaries, including tracts of privately-owned intermingled farm land.
- (2) All State and privately-owned forest and range land protected by the Forest Service under cooperative agreements, within and adjacent to the national forests.

The States will have responsibility for radiation monitoring on State and privately-owned forest lands protected from fire by the State Forestry organization, and such other monitoring as may be necessary to carry out their rural fire protection responsibilities. However, under its Rural Fire Defense delegation, the Forest Service may furnish the State Forestry organizations such limited advice and assistance in radiological planning and training as is practicable.

In planning and carrying out the foregoing specific responsibilities the agencies shall, with the overall coordination of ARS, utilize the assistance of other Department agencies and cooperating agencies where factors of location and capability make that practicable. For this purpose, other agencies are authorized in such circumstances to designate and make available for training such of their personnel as may be effectively made a part of the Department's radiological monitoring services.

4. OCDM FIXED MONITORING STATIONS. The OCDM has requested the Department to man about 450 of the Federal fixed stations referred to in paragraph 3. This assistance will be provided by the SCS and FS and is in addition to the continuing assignments of responsibility for the more intensive radiological monitoring for agricultural purposes. In order to avoid duplication of effort, this assistance to OCDM should be an integral part of the monitoring for agricultural purposes at the locations common to both activities.

5. OCDM LIAISON. No assignments made by this memorandum modify in any way the responsibilities of the Director, Food and Materials Requirements Division, CSS, for Department liaison with OCDM.


True D. Morse
Acting Secretary

The post-attack utilization of radiological information and detection in conformity with guidelines established by AEC, and in consultation with local civil defense authorities, as to the circumstances under which lands may be returned to production and the farm produce and commodities safely used.

d. Forest Service. The Forest Service, in conformity with overall Departmental coordination, shall plan and place in a state of continued readiness for implementation a system for the radiological monitoring of:

- (1) All lands within national forest boundaries, including tracts of privately-owned intermingled farm land.
- (2) All State and privately-owned forest and range land protected by the Forest Service under cooperative agreements, within and adjacent to the national forests.

The States will have responsibility for radiation monitoring on State and privately-owned forest lands protected from fire by the State Forestry organization, and such other monitoring as may be necessary to carry out their rural fire protection responsibilities. However, under the Rural Fire Defense delegation, the Forest Service may furnish the State Forestry organizations such limited advice and assistance in radiological planning and training as is practicable.

In planning and carrying out the foregoing specific responsibilities the agencies shall, with the overall coordination of AEC, utilize the assistance of other Department agencies and cooperating agencies where factors of location and capability make that practicable. For this purpose, other agencies are authorized in such circumstances to designate and make available for training such of their personnel as may be effectively made a part of the Department's radiological monitoring services.

4. OCM FIXED MONITORING STATIONS. The OCM has requested the Department to man about 650 of the Federal fixed stations referred to in paragraph 3. This assistance will be provided by the SSC and RS and in addition to the continuing assignments of responsibility for the more intensive radiological monitoring for agricultural purposes. In order to avoid duplication of effort, this assistance to OCM should be an integral part of the monitoring for agricultural purposes at the locations common to both activities.

5. OCM LIAISON. No assignments made by this memorandum modify in any way the responsibilities of the Director, Food and Materials Requirements Division, CSS, for Department liaison with OCM.

Acting Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

June 25, 1959

MEMORANDUM NO. 1431

Field Library Services

Since 1942, USDA library facilities and services, in both Washington and the field, have been centralized under the direction and supervision of the Director of the Library in accordance with Secretary's Memorandum No. 973.

As research and other programs have been strengthened and decentralized over the years, library services for field employees have been provided through branch libraries, station collections, and contract arrangements with libraries of land-grant institutions.

Based on studies of library services needed and available to USDA programs in the field, it has been determined advisable to strengthen field library services to more effectively support research undertakings which have been augmented substantially in recent years. To achieve this objective quickly, and to better correlate supporting library services with current program needs, agency-administered libraries are hereby authorized at field locations hereinafter designated where concentration of work and research staff warrants on-site library services.

This objective shall be pursued without engaging in services which the Department Library can perform with greater economy and efficiency. The Director of the Library will, therefore, prescribe library policy, standards and procedure for the conduct of these field library services, and will exercise such controls as are needed to coordinate library services in the Department and avoid duplication of effort.

Facilities of land-grant and other libraries which are available to field employees should continue to be utilized to the fullest extent practicable.

Effective July 1, 1959, libraries located at the four Utilization Research Laboratories of the Agricultural Research Service, the Forest Products Laboratory at Madison, Wisconsin, and the Animal Disease Laboratory at Plum Island, shall be administered by the agencies, respectively, that have responsibility for the Laboratories.

Agency-administered library services may be established as soon after July 1, 1959 as desirable or practicable for the Forest Service Forest and Range Experiment Stations and for the National Animal Disease Laboratory at Ames, Iowa.

June 22, 1959

MEMORANDUM NO. 1431

Field Library Services

Since 1943 USDA library facilities and services, in both Washington and the field, have been centralized under the direction and supervision of the Director of the Library in accordance with Secretary's Memorandum No. 272.

As research and other programs have been strengthened and decentralized over the years, library services for field employees have been provided through branch libraries, station collections, and contract arrangements with libraries of land-grant institutions.

Based on studies of library services needed and available to USDA programs in the field, it has been determined advisable to strengthen field library services to more effectively support research undertakings which have been augmented substantially in recent years. To achieve this objective quickly, and to better correlate supporting library services with current program needs, agency-administered libraries are hereby authorized at field locations hereinafter designated where concentration of work and research staff warrants on-site library services.

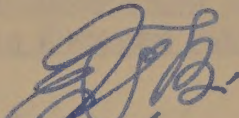
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Agency-administered library services may be established as soon after July 1, 1959 as desirable or practicable for the Forest Service Forest and Range Experiment Stations and for the National Animal Disease Laboratory at Ames, Iowa.

Personnel, property, records, and funds of the Library used for maintenance and operation of existing library services at the field locations named above as determined by the Administrative Assistant Secretary, will be transferred to the administering agency effective July 1, 1959.


E. T. Benson

1. GENERAL

Business planning by the U. S. Department of Agriculture is conducted in close cooperation with industry and the need for this cooperation is increasing. As a result, certain considerations are following policy and have been adopted:

2. POLICY

A. Industry cooperation in business planning should be encouraged.

B. Contact with industry should be on an informal basis whenever possible but such contact should be with individual companies.

C. Federal agents should actively encourage industry organizations to participate in business planning and to provide information on their activities during the period of time. In addition, no entry fee shall be necessary to obtain some legal advice or information.

D. Federal agents should be able to obtain industry advisory committees whenever they can be organized or adapted for the purpose. Chairman of existing industry advisory committees are requested to continue to participate in this effort. The chairman of the existing industry advisory committees will receive before any meeting that takes place in the future. The chairman of the committees have been reviewed by the Director of the Food and Materials Requirements Division, GSA. This is necessary, in part, because of possible security implications and to ensure the Director, Food and Materials Requirements Division, to discharge the responsibility assigned to him by Executive Order No. 14176 of August 16, 1956.

E. New industry advisory committees will be established only when existing committees are not adequate for the purpose. Any new committees would be established according to the procedure in the Administrative Regulations (48 CFR 101.1). However, any division or office processing in

Personnel, property, records, and funds of the Library used for maintenance and operation of existing library services at the field locations named above as determined by the Administrative Assistant Secretary, will be transferred to the administering agency effective July 1, 1959.


R. T. Benson

UNITED STATES DEPARTMENT OF AGRICULTURE

Office of the Secretary

Washington 25, D. C.

July 1, 1959.

MEMORANDUM NO. 1432

Policy Regarding Industry Consultation and Use of Industry Advisory
Committees in Defense Planning

1. PURPOSE.

Defense planning by the U. S. Department of Agriculture necessitates contact with industry and the need for this contact is increasing. As a result of careful consideration the following policy has been adopted:

2. POLICY.

A. Industry cooperation in defense planning should be encouraged.

B. Contact with industry should be on an informal basis wherever possible, but such contacts should be with individual concerns.

C. Formal contact through industry advisory committees is indicated where the contact must be with a representative industry group over a considerable period of time. On occasion, formality may also be necessary to eliminate some legal obstacle to cooperation.

D. Formal contact should be made through existing industry advisory committees wherever they can be expanded or adapted for the purpose. Chairmen of existing industry advisory committees are requested to cooperate in this effort. The chairman of an existing industry advisory committee will ascertain before any meeting that defense questions to be considered by his committee have been screened by the Director of the Food and Materials Requirements Division, CSS. This is necessary, in part, because of possible security implications and to enable the Director, Food and Materials Requirements Division, to discharge the responsibility assigned to him by Secretary's Memorandum No. 1427 of August 26, 1958.

E. New industry advisory committees will be established only when existing committees are not adequate for the purpose. Any new committee would be established according to the procedure in the Administrative Regulations (10 AR 916). However, any division or office proposing to

July 1, 1958

MEMORANDUM NO. 1432

Policy Regarding Industry Consultation and Use of Industry Advisory
Committees in Defense Planning

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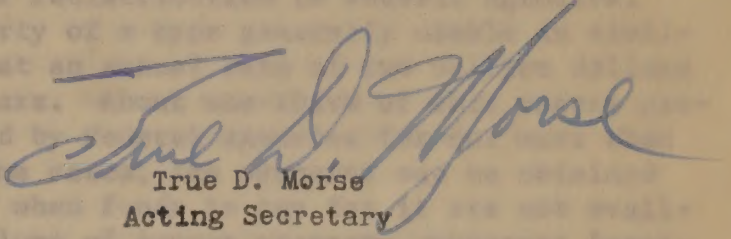
D. Formal contact should be made through existing industry advisory committees wherever they can be expanded or adapted for the purpose. Chairmen of existing industry advisory committees are requested to cooperate in this effort. The chairman of an existing industry advisory committee will ascertain before any meeting that defense questions to be considered by his committee have been screened by the Director of the Food and Materials Requirements Division, OS2. This is necessary, in part, because of possible security implications and to enable the Director, Food and Materials Requirements Division, to discharge the responsibility assigned to him by Secretary's Memorandum No. 1437 of August 26, 1958.

E. New industry advisory committees will be established only when existing committees are not adequate for the purpose. Any new committee would be established according to the procedure in the Administrative Regulations (10 AR 915). However, any division or office proposing to

establish an industry advisory committee for defense purposes is requested to obtain the written opinion of the Director, Food and Materials Requirements Division, CSS, as to its necessity in accordance with this policy before the case is transmitted for final approval.

F. Use of formally appointed industry consultants is not encouraged, although need for consultants may be considered in relation to problems in particular cases. An industry consultant might help to solve specialized problems.

G. This policy has no connection with the executive reserve program of the government under which selected industry personnel would be groomed for government jobs in an emergency.


True D. Morse
Acting Secretary

The Administrator, General Services Administration, has instituted an Expanded Utilization Program with the objective of increased usage of excess personal property by Federal agencies. The Committee on Government Activities Affecting Prices and Costs, headed by the Chairman of the President's Council of Economic Advisors; representatives of the Bureau of the Budget; Department of Defense and key agencies of the Executive Branch; and the Independent Offices Subcommittee of the House Appropriations Committee, have expressed strong interest in the attainment of this objective. Assurance has been given the Administrator that this Department will give its full support to this program.

Many instances of how the use of excess property increased the economy and efficiency of our program operations can be cited. For example, our research program was greatly strengthened through our acquisition from excess of walk-in refrigerators originally costing about 3/4 of a million dollars. Our five fighting activities benefited by the use of excess military parachutes worth many thousands of dollars. Wherever excess property can be used and will strengthen agency programs, this is certainly desirable. The important limitation in this regard is one of exercising judgment in acquiring such property so as to avoid expending program operations beyond what can be reasonably considered to be the intent of Congress or the Department in authorizing the program.

While full utilization of Government property has long been a policy of this Department, the large volume of excess property now being generated demands extraordinary action by all agencies if we are to do our part in assuring the utilization thereof to the maximum feasible extent. To meet this demand, there

establish an industry advisory committee for defense purposes as requested to obtain the written opinion of the Director, Food and Materials Requirements Division, GSE, as to its necessity in accordance with this policy before the case is transmitted for final approval.

F. Use of formally appointed industry consultants is not encouraged, although need for consultants may be considered in relation to problems in particular cases. An industry consultant might help to solve specialized problems.

G. This policy has no connection with the executive reserve program of the government under which selected industry personnel would be groomed for government jobs in an emergency.


Anne D. Morse
Acting Secretary



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

August 17, 1959.

No. 1433

MEMORANDUM ~~TO HEADS OF DEPARTMENT AGENCIES~~

Increased Use of Excess Personal Property

The volume of property being declared excess by the Department of Defense is being increased and is now available for redistribution to Federal agencies. It is anticipated that additional property of a type generally usable in civilian agency programs will become excess at an annual rate of two billion dollars (original cost) for the next several years. About one-third of this excess property will be unused and can be acquired by Federal agencies for not more than 50 percent of its original cost. In some cases, the property may be obtained without cost when used for upgrading or when funds to pay for it are not available. The utilization of this large volume of excess property, wherever feasible, is a matter of national significance.

The Administrator, General Services Administration, has instituted an Expanded Utilization Program with the objective of increased usage of excess personal property by Federal agencies. The Committee on Government Activities Affecting Prices and Costs, headed by the Chairman of the President's Council of Economic Advisers; representatives of the Bureau of the Budget; Department of Defense and key agencies of the Executive Branch; and the Independent Offices Subcommittee of the House Appropriations Committee, have expressed strong interest in the attainment of this objective. Assurance has been given the Administrator that this Department will give its full support to this program.

Many instances of how the use of excess property increased the economy and efficiency of our program operations can be cited. For example, our research programs were greatly strengthened through our acquisition from excess of walk-in refrigerators originally costing almost 3/4 of a million dollars. Our fire fighting activities benefited by the use of excess military parachutes worth many thousands of dollars. Wherever excess property can be used and will strengthen agency programs, this is certainly desirable. The important limitation in this regard is one of exercising judgment in acquiring such property so as to avoid expanding program operations beyond what may be reasonably considered to be the intent of Congress or the Department in authorizing the program.

While full utilization of Government property has long been a policy of this Department, the large volume of excess property now being generated demands extraordinary action by all agencies if we are to do our part in assuring the utilization thereof to the maximum feasible extent. To meet this demand, there

EQUIP. & SUPPLIES



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

August 17, 1952

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The Administrator, General Services Administration, has instituted an expanded Utilization Program with the objective of increased usage of excess personal property by Federal agencies. The Committee on Government Activities Allocating Prices and Costs, headed by the Chairman of the President's Council of Economic Advisers; representatives of the Bureau of the Budget; Department of Defense and key agencies of the Executive Branch; and the Independent Office of Comptroller of the House Appropriations Committee, have expressed strong interest in the attainment of this objective. Assurance has been given the Administrator that this Department will give its full support to this program.

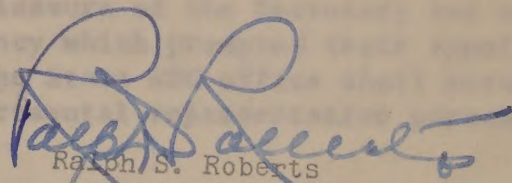
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are established the following avenues for action:

- (1) All officials responsible for the direction of agency programs that are major users of property should be immediately advised of this Expanded Utilization Program. They should review their programs with appropriate property management officers to determine the kinds and quantities of excess property which can be effectively utilized, if and when available.
- (2) Property management officers of those agencies that are large users of property should visit those Defense installations where major quantities of usable excess property are being generated in order to become intimately acquainted with the nature of this excess property. All such visits should be coordinated through the appropriate Regional GSA Office.
- (3) All agencies should provide information on known needs and utilization possibilities for excess property to appropriate Regional GSA officials by means of "want lists" and through increased liaison by agency property management officers.

The Office of Plant and Operations will issue further information and instructions from time to time. Agencies are requested to advise that Office of any suggestions they may have for assuring the success of this program. These suggestions and any questions concerning this program should be directed to T. M. Baldauf, Chief, Procurement and Property Management Division, extension 3353.

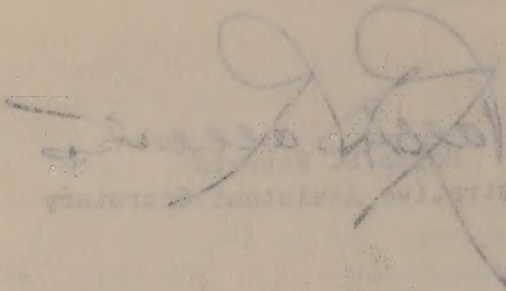

Ralph S. Roberts

Administrative Assistant Secretary

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- (2) Property management officers of those agencies that are large users of property should visit those Defense installations where major quantities of usable excess property are being generated in order to become intimately acquainted with the nature of this excess property. All such visits should be coordinated through the appropriate Regional GSA Office.
- (3) All agencies should provide information on known needs and utilization possibilities for excess property to appropriate Regional GSA officials by means of "want lists" and through increased liaison by agency property management officers.

The Office of Plant and Operations will issue further information and instructions from time to time. Agencies are requested to advise that Office of any suggestions they may have for assuring the success of this program. These suggestions and any questions concerning this program should be directed to T. M. Baldauf, Chief, Procurement and Property Management Division, extension 3353.


Administrative Assistant, Property Management Division

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

November 23, 1959

MEMORANDUM NO. 1434

State USDA Disaster Committees

1. Authority. For advice and consultation in carrying out of Department responsibilities under applicable laws, there is hereby established for each State, and for the Virgin Islands and Puerto Rico, a public advisory committee designated as the State USDA Disaster Committee. Permanent membership of the committees will include the Chairman of the State ASC Committee, who shall also be Chairman of the State USDA Disaster Committee, and the State Directors respectively of Extension, Civil Defense, and the Farmers Home Administration. The committee membership may be temporarily augmented by appointment of two additional private members by the Secretary, one of whom shall be a farmer or rancher, when the need arises:
 - (a) In connection with any major disaster which might warrant assistance by the Federal Government under Public Law 875 - 81st Congress, as amended (42 U.S.C. 1855 et seq.);
 - (b) After certification by the Governor of the State that there is a shortage of feed for livestock, there is need for the Secretary to determine that an emergency area exists pursuant to Public Law 86-299.

Temporary members shall serve at the pleasure of the Secretary but not longer than the duration of the emergency which prompted their appointment. The administrative officer of the State ASC office shall serve as secretary of the committee and Departmental representative pursuant to 10 AR 916 and 918.

2. Functions. It shall be the responsibility of the State USDA Disaster Committees to investigate the effect of any severe and unusual natural condition, including floods, storms, drought, fire, hurricanes, tornadoes, earthquakes, or other catastrophe including disease or insect infestation affecting widespread areas in their respective States. They shall report their findings to the Secretary, through the Commodity Stabilization Service, concerning the nature, severity and magnitude of the disaster and recommend whether the affected area should or should not be designated a major disaster area or an emergency area. The recommendations also should specify the nature and type of Federal assistance that should be made available under applicable legislation.

COMMITTEES

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

November 23, 1952

MEMORANDUM NO. 1118

State USDA Disaster Committee

1. Authority. For advice and consultation in carrying out of Department responsibilities under applicable laws, there is hereby established for each State, and for the Virgin Islands and Puerto Rico, a public advisory committee designated as the State USDA Disaster Committee. Permanent membership of the committee will include the Chairman of the State ABC Committee, who shall also be Chairman of the State USDA Disaster Committee, and the State Directors respectively of Extension, Civil Defense, and the Farmers Home Administration. The committee membership may be temporarily augmented by appointment of two additional private members by the Secretary, one of whom shall be a farmer or rancher, when the need arises:

(a) In connection with any major disaster which might warrant assistance by the Federal Government under Public Law 315 - 81st Congress, as amended (42 U.S.C. 1852 et seq.);

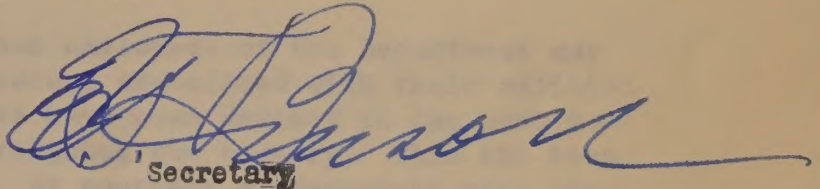
(b) After certification by the Governor of the State that there is a shortage of feed for livestock, there is need for the Secretary to determine that an emergency area exists pursuant to Public Law 88-299.

Temporary members shall serve at the pleasure of the Secretary and not longer than the duration of the emergency which prompted their appointment. The administrative officer of the State ABC office shall serve as secretary of the committee and Departmental representative pursuant to 16 AR 915 and 918.

2. Functions. It shall be the responsibility of the State USDA Disaster Committee to investigate the effect of any severe and unusual natural condition, including floods, storms, drought, fire, hurricanes, tornadoes, earthquakes, or other catastrophes including diseases or insect infestation affecting widespread areas in their respective States. They shall report their findings to the Secretary, through the Committee Stabilization Service, concerning the nature, severity and magnitude of the disaster and recommend whether the affected area should or should not be designated a major disaster area or an emergency area. The recommendations also should specify the nature and type of Federal assistance that should be made available under applicable legislation.

Within the scope of their primary function, the committees may advise and consult with the governor of the respective States and his delegates, particularly with respect to the responsibility of State governors under Public Law 875 and Public Law 86-299.

3. Procedural Instructions. Operations of the State USDA Disaster Committees shall be conducted under procedures provided by the Administrator of the Commodity Stabilization Service.


Secretary

Within the scope of their primary function, the committees may advise and consult with the governor of the respective States and his delegates, particularly with respect to the responsibility of State Governors under Public Law 875 and Public Law 88-399.

3. Procedural Instructions. Operations of the State USA Disaster Committees shall be conducted under procedures provided by the Administrator of the Commodity Stabilization Service.

A large, stylized handwritten signature in dark ink is written over a faint, rectangular official stamp. The signature is slanted and appears to be a name like "J. Edgar Hoover". The stamp is mostly illegible but seems to contain some official text or a seal.

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

December 10, 1959

MEMORANDUM NO. 1435

Journal Routing Services

1. Present Situation. In order that employees of the Department may review current periodical literature associated with their official duties a variety of arrangements have been devised in the past to route journals to employees throughout the country. This has been done by the Department Library, by contract arrangements with the libraries of land-grant institutions, and by individual agencies which subscribe to needed publications. These arrangements have recently been studied with a view toward better service and careful consideration of justified needs for journal routing.
2. Contract Services Terminated in Field. By agreement with the libraries of the University of California, the University of Florida, the Oklahoma State University, the University of Rhode Island, and the library of the Forest Products Laboratory at Madison, Wisconsin, field services rendered by these sources were terminated August 31, 1959. The agencies of the Department whose offices and employees in the field are affected by this change have made appropriate arrangements to provide necessary routing through agency facilities.
3. Journal Routing Problems in Washington Area. Studies of the current policies, procedures, and costs of periodical routing to Department agencies in the Washington area indicate that a realignment of responsibilities will result in greater efficiency and service. Routing of free and inexpensive journals by the Library involves service costs that are greater than the cost of obtaining the journals through other arrangements. A basic factor in the effectiveness of periodical routing is prompt availability of the journals. Extensive routing lists result not only in delayed access to the user but involve excessive personnel services costs.

In order to make Department-wide economies and to meet employee requirements for prompt access to periodicals needed for official use, the following division of responsibility for periodical routing will become effective March 1, 1960. The Main Library and its branch at the Agricultural Research Center in Beltsville, Maryland, will continue to provide journal routing with these exceptions:

- (a) Periodicals costing \$2.50 or less per year, as well as periodicals obtainable free, will not be routed by the Library, but will be provided by the agencies concerned.

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

December 13, 1955

MEMORANDUM NO. 1155

Journal Routing Services

1. Present Situation. In order that employees of the Department may review current periodical literature associated with their official duties a variety of arrangements have been devised in the past to route journals to employees throughout the country. This has been done by the Department Library, by contract arrangements with the libraries of land-grant institutions, and by individual agencies which subscribe to needed publications. These arrangements have recently been studied with a view toward better service and careful consideration of justified needs for journal routing.

2. Contract Services Terminated in Field. By agreement with the libraries of the University of California, the University of Florida, the University of Illinois, the University of Michigan, and the University of Wisconsin, the Department Library at Washington, D. C., has terminated its contract with these sources on August 31, 1955. The agencies of the Department whose offices and employees in the field are affected by this change have made appropriate arrangements to provide necessary routing through agency facilities.

3. Problems in Washington Area. Studies of the current policies, procedures, and costs of periodical routing to Department agencies in the Washington area indicate that a reassignment of responsibilities will result in greater efficiency and service. Routing of free and responsive journals by the Library involves service costs that are greater than the cost of obtaining the journals through other arrangements. A basic factor in the effectiveness of periodical routing is prompt availability of the journals. Responsive routing lists result not only in delayed access to the user but involve excessive personnel services costs.

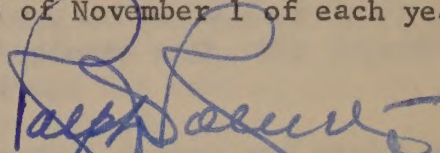
In order to make Department-wide economies and to meet employee requirements for prompt access to periodicals needed for official use, the following division of responsibility for periodical routing will become effective March 1, 1956. The main library and its branch at the Agricultural Research Center in Beltsville, Maryland, will continue to provide journal routing with these exceptions:

- (a) Periodicals costing \$2.50 or less per year, as well as periodicals obtainable free, will not be routed by the Library, but will be provided by the agencies concerned.

- (b) Whenever five or more employees in an agency require the same journal on a regular routing basis, that journal will be considered to be of primary interest to the agency, and except as provided in (c) below, its purchase and routing (regardless of annual subscription cost) will be the responsibility of the agency. Servicing of employees by their agencies will enable the readers to have prompt access to current periodicals, will make them available for ready reference, and will result in reduced overall costs.
- (c) The Library will continue to route unusual, rare, and expensive journals which can be provided more economically through the Library. Included in this category will be foreign scientific journals obtained by the Library on an exchange basis.
- (d) The Library will accept journal routing requests only when they are submitted through a responsible official to be designated by each agency head.

These standards do not preclude agency subscriptions for any journals regarded as essential to official business and the routing of such publications for the information of employees.

4. Revision of Routing Lists. Agency heads will submit to the Director of the Library on or before February 1, 1960, lists of employees requiring Library journal routing with the names of the approved journals to be supplied to each. These lists will be substituted for the present routing lists effective March 1, 1960. Thereafter, Library routing lists will be revised as of November 1 of each year.


Ralph S. Roberts
Administrative Assistant Secretary

(b) Whenever five or more employees in an agency require the same journal on a regular routing basis, that journal will be considered to be of primary interest to the agency, and except as provided in (c) below, its purchase and routing (regardless of annual subscription cost) will be the responsibility of the agency. Servicing of employees by their agencies will enable the readers to have prompt access to current periodicals, will make them available for ready reference, and will result in reduced overall costs.

(c) The Library will continue to route unusual, rare, and expensive journals which can be provided more economically through the Library. Included in this category will be foreign scientific journals obtained by the Library on an exchange basis.

(d) The Library will accept journal routing requests only when they are submitted through a responsible official to be designated by each agency head.

These standards do not preclude agency subscriptions for any journals regarded as essential to official business and the routing of such publications for the information of employees.

Revision of Routing Lists. Agency heads will submit to the Director of the Library on or before February 1, 1960, lists of employees requiring Library journal routing with the names of the approved journals to be supplied to each. These lists will be submitted for the present routing lists effective March 1, 1960. Thereafter, Library routing lists will be revised as of November 1 of each year.

Administrative Assistant Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

December 31, 1959

MEMORANDUM NO. 1436

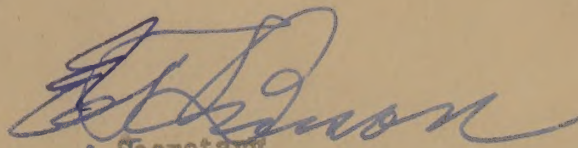
Employee's Report of Pecuniary Interests in Business Enterprise
and/or Private Employment

The purpose of the attached form is to set forth the policy of the Department with respect to the acquisition or holding by Department employees of pecuniary interests in or private employment by any business enterprise doing business, or interested in doing business, with the Department, and to ascertain whether there may be violations of such policy.

In order for the Department to make such determination, the attached memorandum with the report on the reverse thereof, should be executed by all employees in your agency in grades GS-13 and above, all employees with contract or procurement authority, and all other employees regardless of grade, who are in a position to award or influence the award of business, or are officially assigned to the duty of granting or denying approval on behalf of the Federal Government for specific commercial activities.

The agency shall establish such controls as necessary to insure that all affected employees execute a report. All incumbent employees in the above grades and categories shall submit their completed reports by the close of business, February 1, 1960. All new employees in the above grades and categories shall execute this report upon entering on duty; all employees who subsequently acquire pecuniary interests in, or employment by firms doing business with, or interested in doing business with, the Department shall execute a supplemental report immediately.

Reports submitted by Heads of Department Agencies, deputy and assistant heads of agencies, and all affected employees in the immediate office of the Secretary shall be forwarded to the Director of Personnel for review. In any case in which an employee reports pecuniary interests or private employment of such a nature as to raise a reasonable doubt as to whether a conflict exists, the case shall be submitted to the Director of Personnel for a ruling. The Director of Personnel may ask the advice of an ad hoc committee composed of a member of his office, a member of the Office of the General Counsel, and a representative of the employing agency to determine whether any interests or outside employment of an individual may be in conflict with his work in the Department.


Secretary

Attachment

PERSONNEL 9

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.
December 31, 1952

MEMORANDUM NO. 1430

Employee's Report of Pecuniary Interests in Business Enterprises
and/or Private Employment

The purpose of the attached form is to set forth the policy of the Department with respect to the acquisition or holding by Department employees of pecuniary interests in or private employment by any business enterprise doing business, or interested in doing business, with the Department, and to ascertain whether there may be violations of such policy.

In order for the Department to make such determination, the attached memorandum with the report on the reverse thereof, should be executed by all employees in your agency in grades GS-13 and above, all employees with contract or procurement authority, and all other employees regardless of grade, who are in a position to award or influence the award of business, or are officially assigned to the duty of granting or denying approval on behalf of the Federal Government for specific commercial activities.

The agency shall establish such controls as necessary to insure that all affected employees execute a report. All incumbent employees in the above grades and categories shall submit their completed reports by the close of business, February 1, 1953. All new employees in the above grades and categories shall execute this report upon entering on duty; all employees who subsequently acquire pecuniary interests in, or employment by firms doing business with, or interested in doing business with, the Department shall execute a supplemental report immediately.

Reports submitted by Heads of Department Agencies, deputy and assistant heads of agencies, and all affected employees in the immediate office of the Secretary shall be forwarded to the Director of Personnel for review. In any case in which an employee reports pecuniary interests or private employment of such a nature as to raise a reasonable doubt as to whether a conflict exists, the case shall be submitted to the Director of Personnel for a ruling. The Director of Personnel may ask the advice of an ad hoc committee composed of a member of his office, a member of the Office of the General Counsel, and a representative of the employing agency to determine whether any interests or outside employment of an individual may be in conflict with his work in the Department.


Secretary

Attachment

Employee's Report of Pecuniary Interests in Business
Enterprise and/or Private Employment

In order to implement policy enunciated in 8 AR 2010 (d) that no Department employee shall perform or be engaged in any work on his own behalf or for private individuals, firms, companies, organizations, or institutions if such interests may result in a conflict between the private interest of the employee and his official duties, or tend to bias his judgment, employees shall execute the form on the reverse of this memorandum listing all holdings or employment as follows:

All pecuniary interests, including stocks, bonds, certificates or other evidence of ownership in any corporation, proprietorship, or partnership; or right to income from rents, royalties, patents, fees, commissions, mortgages (including deeds of trust), or any other form of pecuniary interest in any business enterprise irrespective of whether it does business with the Department, whether held in the employee's name or for his benefit, in the name of his or her spouse, minor children, or other dependents; any private employment for profit of any nature, including the acting or serving as agent or representative, either in his own behalf, or for any person or firm doing business, or interested in doing business, with the Department (if none, so indicate). Employees shall not include holdings in non-profit organizations, cash assets, Governmental securities, real estate occupied as their own dwellings (unless connected with a farming operation), or rights derived from insurance policies.

Upon being advised that such interests or employment are in conflict, the employee will take immediate steps to dispose of such interests, and advise the head of his agency on the progress made in this regard; private employment shall be terminated immediately. An employee who believes the application of this paragraph may cause him undue hardship, may request a modification by forwarding to the Director of Personnel, through the head of his agency, a written statement setting forth all facts and circumstances.

This report will be for official consideration by the head of the employee's agency or his designated representative and for the Office of the Secretary. The information contained therein will be maintained under strict administrative control. It will not become part of the official personnel folder.

Failure to file a report or knowingly submitting incomplete or erroneous information may be cause for disciplinary action. False, fictitious or fraudulent statements knowingly and wilfully made in the report may be prosecuted under Section 1001 of Title 18 U. S. Code.

AD-276 (12-59) Statement of Pecuniary Interests and Private Employment

NAME OF COMPANY AND TYPE OF BUSINESS	TYPE AND AMOUNT OF HOLDINGS	DATE ACQUIRED	IN WHOSE NAME HELD	HOW ACQUIRED (Purchase, Gift, etc.)
PRIVATE EMPLOYMENT				
NAME AND ADDRESS OF EMPLOYER	TYPE OF BUSINESS	REMINERATION		NATURE OF SERVICE PERFORMED

I hereby certify that I have read all the information on the reverse hereof; that I fully understand the contents; and that the information above is true, correct and complete to the best of my knowledge and belief.

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

January 18, 1960

MEMORANDUM NO. 1437

USDA Regional Liaison Representatives

A USDA Regional Liaison Representative (RLR), appointed by the Secretary, and a stenographer, selected by the RLR, will be located on a full time basis at each of the eight regional offices of the Office of Civil and Defense Mobilization (OCDM). Although located at the OCDM regional office, the RLR and his secretary are employees of the USDA and responsible to USDA. A list of the regions, geographic area of each region, and regional office locations is attached.

Each RLR will be assisted by a Deputy RLR, appointed by the Secretary, and persons designated by the affected program agencies of USDA which now include Commodity Stabilization Service, Agricultural Marketing Service, Soil Conservation Service, Farmers Home Administration, Agricultural Research Service, Forest Service and Federal Extension Service. Each of these agencies will designate a primary representative and an alternate who will serve in the absence or incapacity of the primary representative. The Director, Food and Materials Requirements Division (FMRD), Commodity Stabilization Service (CSS) should be informed of all designations and any subsequent changes. Any other USDA agency which desires to be represented should submit its recommendations to the Director, FMRD.

The defense planning activity of the Deputy RLR and the representatives of the USDA agencies would be in addition to regular continuing work responsibilities in the pre-emergency period, although defense work would take full time in an actual emergency. No employee who is in the ready military reserve or National Guard should be included in the staff since he will not be available in an emergency.

The Deputy RLR and primary USDA agency representatives will constitute an advisory group to the RLR to assure progress in defense planning, as well as an operating staff for use in test exercises or in an emergency. In addition, the RLR, in consultation with his advisory group, should select a maximum of four clerical or stenographic personnel for exercise and emergency service.

January 14, 1957

MEMORANDUM NO. 1487

USDA Regional Liaison Representatives

A USDA Regional Liaison Representative (RLR), appointed by the Secretary, and a stenographer, selected by the RLR, will be located on a full-time basis at each of the eight regional offices of the Office of Civil and Defense Mobilization (OCDM). Although located at the OCDM regional office, the RLR and his secretary are employees of the USDA and responsible to USDA. A list of the regions, geographic area of each region, and regional office locations is attached.

Each RLR will be assisted by a Deputy RLR, appointed by the Secretary, and persons designated by the affected program agencies of USDA which now include Commodity Stabilization Service, Agricultural Marketing Service, Soil Conservation Service, Forest Service, Wildlife Conservation Service, National Research Service, Forest Service and Federal Extension Service. Each of these agencies will designate a primary representative and an alternate who will serve in the absence or incapacity of the primary representative. The Director, Food and Materials Administration (FMA), Commodity Stabilization Service (CSS) should be informed of all designations and any subsequent changes. Any other USDA agency which desires to be represented should submit its recommendations to the Director, FMA.

The defense planning activity of the Deputy RLR and the representatives of the USDA agencies would be in addition to regular continuing work responsibilities in the pre-emergency period, although defense work would take full time in an actual emergency. No employee who is in the regular military reserve or National Guard should be included in the staff since he will not be available in an emergency.

The Deputy RLR and primary USDA agency representatives will constitute an advisory group to the RLR to advise progress in defense planning, as well as an operating staff for use in last emergency or in an emergency. In addition, the RLR, in consultation with his advisory group, should select a maximum of four clerical or stenographic personnel for exercise and emergency services.

The line of succession to the RLR in an emergency will be the Deputy RLR, followed by members of the advisory group of USDA agency representatives in the order designated by the RLR. A record of the line of succession should be filed with the OCDM Regional Director, the RLR's own office, each individual in the line of succession and the FMRD. The RLR will see that the list is current at all times.

The RLR, his secretary and the Deputy RLR must have "top secret" security clearance. Other members of his staff must be cleared for a minimum of "secret".

The major pre-emergency functions of the RLR are:

1. Providing a channel for liaison between USDA and the OCDM Regional Directors and USDA and regional representatives of other departments and agencies.
2. Representing USDA on the Regional Civil and Defense Mobilization Board with the Deputy RLR as his alternate.
3. Keeping his advisory group of USDA agency representatives and the USDA national headquarters informed of planning and other developments.
4. Developing plans for carrying out assigned regional responsibilities, coordinating and expediting the development of USDA defense planning at the State level and assisting in the development of standby orders and procedures.
5. Assembling basic data for damage assessment and other purposes.
6. Maintaining essential records at the RLR's office.
7. Providing leadership to and training for members of the advisory group of USDA agency representatives and utilizing their assistance as appropriate in carrying out the responsibilities of the RLR.
8. Fulfilling special requests from the OCDM Regional Director wherever this is compatible with assignments from USDA national headquarters.
9. Participating as required in test exercises at the regional level.

Functions of the RLR and those designated to work with him in a period of actual emergency, including any period when communications with USDA national headquarters are cut off, will be described in a separate document.

The line of succession to the RLR in an emergency will be the Deputy RLR, followed by members of the advisory group of U.S. agency representatives in the order designated by the RLR. A record of the line of succession should be filed with the COMUSMACV Regional Director, the RLR's own office, each individual in the line of succession and the FMHQ. The RLR will see that the list is current at all times.

The RLR, his secretary and the Deputy RLR must have "top secret" security clearance. Other members of his staff must be cleared for a minimum of "secret".

The major pre-emergency functions of the RLR are:

1. Providing a channel for liaison between USMA and the COMUSMACV Regional Director and USMA and regional representatives of other departments and agencies.
2. Representing USMA on the Regional Civil and Defense Mobilization Board with the Deputy RLR as his alternate.
3. Keeping his advisory group of USMA agency representatives and the USMA national headquarters informed of planning and other developments.
4. Developing plans for carrying out assigned regional responsibilities, coordinating and expediting the development of USMA defense planning at the state level and assisting in the development of security orders and procedures.
5. Assembling basic data for damage assessment and other purposes.
6. Maintaining essential records at the RLR's office.
7. Providing leadership to and training for members of the advisory group of USMA agency representatives and utilizing their assistance as appropriate in carrying out the responsibilities of the RLR.
8. Submitting special reports from the COMUSMACV Regional Director whenever this is comparable with assignments from USMA national headquarters.
9. Participating as required in test exercises at the regional level.

Functions of the RLR and those designated to work with him in a period of actual emergency, including any period when communications with USMA national headquarters are cut off, will be described in a separate document.

The RLR will report to and receive direction from the Director of FMRD during the pre-emergency planning period.

All communications between USDA national headquarters and the RLRs will be channeled through the FMRD. When agencies of USDA communicate with their representatives on the RLR's advisory group regarding their advisory group responsibilities, copies of such communications should be made available to the FMRD so that the appropriate RLRs can be informed. USDA agencies should also keep FMRD informed on any defense program developments to be carried out in the field whether or not the RLR or members of his advisory group are directly involved.

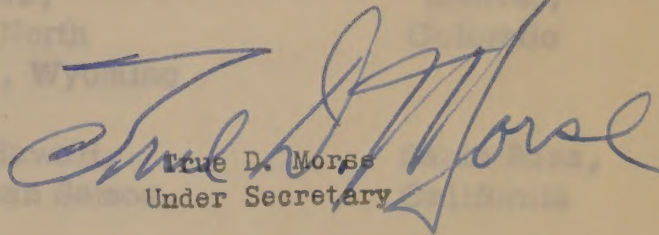
The RLRs will keep FMRD informed of significant developments and the FMRD in turn will inform the USDA agencies at the national level.

USDA will pay the salaries and the travel costs of the RLRs and their secretaries. These payments will be made through the FMRD, CSS. OCDM regional offices will provide space, equipment, supplies and services needed by each RLR and his secretary. OCDM will supply space, equipment, supplies and services for the full staff of each RLR in test exercises or an emergency.

Defense costs incurred by members of the RLR's advisory group of USDA agency representatives and by the stenographic or clerical assistants, other than the full time secretary of the RLR, will be absorbed by the USDA agencies concerned. To aid in this respect it will be necessary for members of each advisory group to keep their USDA agencies informed of time and expense involved in RLR defense work.

This memorandum supersedes Secretary's Memorandum 1398 and its supplements.

Attachment


Arthur D. Morse
Under Secretary

The RLR will report to and receive direction from the Director of FMND during the pre-emergency planning period.

All communications between USIA national headquarters and the RLRs will be channeled through the FMND. When agencies of USIA communicate with their representatives on the RLR's advisory group regarding their advisory group responsibilities, copies of such communications should be made available to the FMND so that the appropriate RLRs can be informed. USIA agencies should also keep FMND informed on any defense program development to be carried out in the field whether or not the RLR or members of the advisory group are directly involved.

The RLRs will keep FMND informed of significant developments and the FMND in turn will inform the USIA agencies at the national level.

USIA will pay the salaries and the travel costs of the RLRs and their secretaries. These payments will be made through the FMND, GSS, COMUS regional offices will provide space, equipment, supplies and services needed by each RLR and his secretary. COMUS will supply space, equipment, supplies and services for the full staff of each RLR in test exercises or an emergency.

Defense costs incurred by members of the RLR's advisory group of USIA agency representatives and by the stenographic or clerical assistants, other than the full time secretary of the RLR, will be absorbed by the USIA agencies concerned. To aid in this respect it will be necessary for members of each advisory group to keep their USIA agencies informed of time and expense involved in RLR defense work.

This memorandum supersedes Secretary's Memorandum 1388 and its supplements.

Attachment

Under Secretary
for Defense

Regions, Geographic Area of Each Region, and Regional Office Locations
(Used by OCDM and USDA RLRs)

<u>Region</u>	<u>Geographic Area</u>	<u>Headquarters</u>
1	Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Rhode Island, Vermont, Commonwealth of Puerto Rico, Virgin Islands	Harvard, Massachusetts
2	Delaware, District of Columbia, Kentucky, Maryland, Ohio, Pennsylvania, Virginia, West Virginia	Olney, Maryland
3	Alabama, Florida, Georgia, Mississippi, North Carolina, South Carolina, Tennessee, Panama Canal Zone	Thomasville, Georgia
4	Illinois, Indiana, Michigan, Minnesota, Wisconsin	Battle Creek, Michigan
5	Arkansas, Louisiana, New Mexico, Oklahoma, Texas	Denton, Texas
6	Colorado, Iowa, Kansas, Missouri, Nebraska, North Dakota, South Dakota, Wyoming	Denver, Colorado
7	Arizona, California, Hawaii, Nevada, Utah, American Samoa, Guam	Santa Rosa, California
8	Alaska, Idaho, Montana, Oregon, Washington	Everett, Washington

Regions, Geographic Area of Each Region, and Regional Office Locations
(Used by OGD and USAID)

<u>Region</u>	<u>Geographic Area</u>	<u>Regional Office Location</u>
1	Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Rhode Island, Vermont, Commonwealth of Puerto Rico, Virgin Islands	Haverhill, Massachusetts
2	Delaware, District of Columbia, Kentucky, Maryland, Ohio, Pennsylvania, Virginia, West Virginia	Olney, Maryland
3	Alabama, Florida, Georgia, Mississippi, North Carolina, South Carolina, Tennessee, Panama Canal Zone	Thomasville, Georgia
4	Illinois, Indiana, Michigan, Minnesota, Wisconsin	Battle Creek, Michigan
5	Arkansas, Louisiana, New Mexico, Oklahoma, Texas	Denton, Texas
6	Colorado, Iowa, Kansas, Missouri, Nebraska, North Dakota, South Dakota, Wyoming	Denver, Colorado
7	Arizona, California, Hawaii, Nevada, Utah, American Samoa, Guam	San Jose, California
8	Alaska, Idaho, Montana, Oregon, Washington	Bozette, Washington

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

March 17, 1960

MEMORANDUM NO. 1438

Cafeteria Operations Committee

A Cafeteria Operations Committee was established by a new permit issued May 20, 1958, to the USDA Welfare and Recreation Association to operate the cafeterias and related services in the Department of Agriculture buildings in Washington and Beltsville.

This Committee is composed of the President, Vice President in Charge of Cafeterias and Related Services, the General Counsel of the Welfare Association and two members designated by the Administrative Assistant Secretary.

The following officials comprise the membership of this Committee:

Martin D. Garber, Agricultural Marketing Service
Two year term ending February 28, 1962

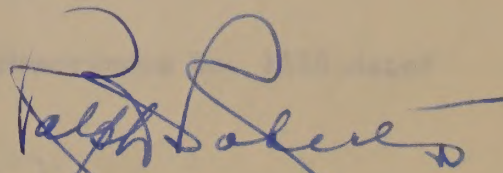
John C. Cooper, Jr., Office of Budget and Finance
Two year term ending February 28, 1961

John W. Scott, President, USDA Welfare and Recreation
Association

C. Herman Welch, Vice President in Charge of Cafeterias
USDA Welfare and Recreation Association

John C. Chernauskas, General Counsel, USDA Welfare and
Recreation Association.

Mr. Martin D. Garber is designated Chairman of this Committee for the term ending February 28, 1962.



Ralph S. Roberts
Administrative Assistant Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

March 17, 1960

MEMORANDUM NO. 1484

Cafeteria Operating Committee

A Cafeteria Operating Committee was established by a new permit issued May 30, 1958, to the USDA Wildlife and Recreation Association to operate the cafeterias and related services in the Department of Agriculture buildings in Washington and Baltimore.

This Committee is composed of the President, Vice President in Charge of Cafeterias and Related Services, the General Counsel of the Wildlife Association and two members designated by the Administrative Assistant Secretary.

The following officials comprise the membership of this Committee:

Martin D. Garber, Agricultural Marketing Service
Two year term ending February 28, 1962

John C. Cooper, Jr., Office of Budget and Finance
Two year term ending February 28, 1961

John W. Scott, President, USDA Wildlife and Recreation Association

C. Herman Welch, Vice President in Charge of Cafeterias
USDA Wildlife and Recreation Association

John C. Chermansky, General Counsel, USDA Wildlife and Recreation Association

Mr. Martin D. Garber is designated Chairman of this Committee for the term ending February 28, 1962.


Ralph E. Roberts
Administrative Assistant Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

March 16 1961

MEMORANDUM NO. 1438, *Rev.*

Cafeteria Operations Committee

A Cafeteria Operations Committee was established by a permit issued May 20, 1958, by the Secretary to the USDA Welfare and Recreation Association to operate the cafeterias and related services in the Department of Agriculture buildings in Washington and Beltsville.

This Committee is composed of the President, Vice President in Charge of Cafeterias and Related Services, the General Counsel of the Welfare Association and two members designated by the Administrative Assistant Secretary.

The following officials comprise the membership of this Committee:

Martin D. Garber, Agricultural Marketing Service
Two year term ending February 28, 1962

John C. Cooper, Jr., Office of Budget and Finance
Two year term ending February 28, 1963

John W. Scott, President, USDA Welfare and Recreation
Association

C. Herman Welch, Vice President in Charge of Cafeterias
USDA Welfare and Recreation Association

John C. Chernauskas, General Counsel, USDA Welfare and
Recreation Association.

Mr. Martin D. Garber is designated Chairman of this Committee for the term ending February 28, 1962.

This Memorandum supersedes Secretary's Memorandum No. 1438 dated March 17, 1960.

Joseph M. Robertson
Joseph M. Robertson

Atty Administrative Assistant Secretary

PERSONNEL 1

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

MEMORANDUM NO. 1438

Cafeteria Operations Committee

A Cafeteria Operations Committee was established by a general finding May 26, 1958, by the Secretary to the USDA Welfare and Recreation Association to operate the cafeteria and related services in the Department of Agriculture buildings in Washington and Beltsville.

This Committee is composed of the President, Vice President in Charge of Cafeteria and Related Services, the General Counsel of the Welfare Association and two members designated by the Administrative Assistant Secretary.

The following officials comprise the membership of this Committee:

Martin D. Gardner, Agricultural Marketing Service
Two year term ending February 28, 1962

John C. Cooper, Jr., Office of Budget and Finance
Two year term ending February 28, 1962

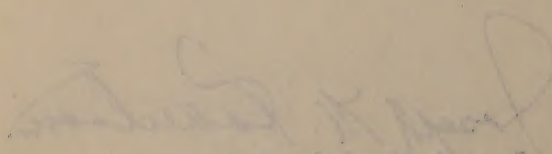
John W. Scott, President, USDA Welfare and Recreation Association

C. Herman Welch, Vice President in Charge of Cafeteria
USDA Welfare and Recreation Association

John C. Christensen, General Counsel, USDA Welfare and Recreation Association

Mr. Martin D. Gardner is designated Chairman of this Committee for the term ending February 28, 1962.

This Memorandum supersedes Secretary's Memorandum No. 1433 dated March 17, 1960.


Joseph M. Robertson
Administrative Assistant Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

October 24, 1961.

MEMORANDUM NO. 1438, REVISED

Cafeteria Operations Committee

A Cafeteria Operations Committee was established by a permit issued May 20, 1958, by the Secretary to the USDA Welfare and Recreation Association to operate the cafeterias and related services in the Department of Agriculture buildings in Washington and Beltsville.

This Committee is composed of the President, Vice President in Charge of Cafeterias and Related Services, the General Counsel of the Welfare Association and two members designated by the Administrative Assistant Secretary.

The following officials comprise the membership of this Committee:

John C. Cooper, Jr., Office of Budget and Finance
Two year term ending February 28, 1963

John C. Pierce, Agricultural Marketing Service
To complete a two year term ending February 28, 1962

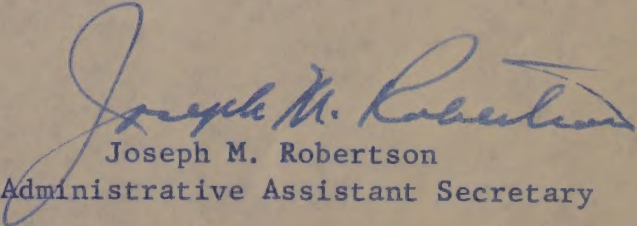
John W. Scott, President, USDA Welfare and Recreation
Association

C. Herman Welch, Vice President in Charge of Cafeterias
USDA Welfare and Recreation Association

John C. Chernauskas, General Counsel, USDA Welfare and
Recreation Association

Mr. John C. Cooper, Jr. is designated Chairman of this Committee for the term ending February 28, 1963.

This Memorandum supersedes Secretary's Memorandum No. 1438 dated March 16, 1961.


Joseph M. Robertson
Administrative Assistant Secretary

PERSONNEL /

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

October 24, 1951

MEMORANDUM NO. 1433, REVISED

Cafeteria Operations Committee

A Cafeteria Operations Committee was established by a permit issued May 20, 1950, by the Secretary to the USDA Welfare and Recreation Association to operate the cafeterias and related services in the Department of Agriculture buildings in Washington and Hialeah.

This Committee is composed of the President, Vice President in Charge of Cafeterias and Related Services, the General Counsel of the Welfare Association and two members designated by the Administrative Assistant Secretary.

The following officials comprise the membership of this Committee:

John C. Cooper, Jr., Office of Budget and Finance
Two year term ending February 28, 1952

John C. Pierce, Agricultural Marketing Service
To complete a two year term ending February 28, 1952

John W. Bock, President, USDA Welfare and Recreation Association

G. Herman Welch, Vice President in Charge of Cafeterias
USDA Welfare and Recreation Association

John C. Chermak, General Counsel, USDA Welfare and Recreation Association

Mr. John C. Cooper, Jr. is designated Chairman of this Committee for the term ending February 28, 1952.

This Memorandum supersedes Secretary's Memorandum No. 1433 dated March 18, 1951.

Joseph M. Robertson
Administrative Assistant Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON 25, D. C.

March 19, 1962

SECRETARY'S MEMORANDUM NO. 1438 Rev.

Cafeteria Operations Committee

A Cafeteria Operations Committee was established by a permit issued May 20, 1958, by the Secretary to the USDA Welfare and Recreation Association to operate the cafeterias and related services in the Department of Agriculture buildings in Washington and Beltsville.

This Committee is composed of the President, Vice President in Charge of Cafeterias and Related Services, the General Counsel of the Welfare Association and two members designated by the Administrative Assistant Secretary.

The following officials comprise the membership of this Committee:

John C. Cooper, Jr., Director, Management Appraisal and
Systems Development
Two year term ending February 28, 1963

John C. Pierce, Agricultural Marketing Service
To complete a two year term ending February 22, 1964

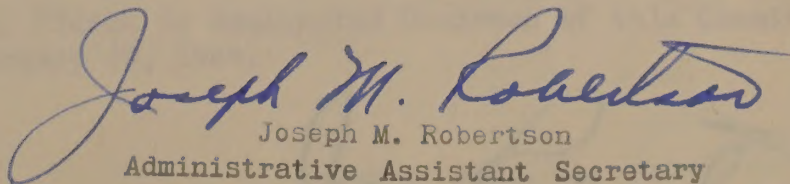
Robert L. Forney, President, USDA Welfare and Recreation
Association

Eloise S. Cofer, Vice President in Charge of Cafeterias
USDA Welfare and Recreation Association

John C. Chernauskas, General Counsel, USDA Welfare and
Recreation Association

Mr. John C. Cooper, Jr., is designated Chairman of this Committee for the term ending February 28, 1963.

This memorandum supersedes Secretary's Memorandum No. 1438 dated October 24, 1961.


Joseph M. Robertson
Administrative Assistant Secretary

PERSONNEL 1

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON 25, D. C.

SECRETARY'S MEMORANDUM NO. 1438

Caterpillar Operations Committee

A Caterpillar Operations Committee was established by a permit issued May 20, 1952, by the Secretary to the USDA Wildlife and Recreation Association to operate the caterpillar and related services in the Department of Agriculture buildings in Washington and Baltimore.

This Committee is composed of the President, Vice President in Charge of Caterpillar and Related Services, the General Counsel of the Wildlife Association and two members designated by the Administrative Assistant Secretary.

The following officials comprise the membership of this Committee:

John C. Cooper, Jr., Director, Management Appraisal and
System Development
Two year term ending February 28, 1953

John C. Pierce, Agricultural Marketing Service
To complete a two year term ending February 28, 1954

Robert L. Forney, President, USDA Wildlife and Recreation
Association

Elaine S. Coker, Vice President in Charge of Caterpillar
USDA Wildlife and Recreation Association

John G. Chermak, General Counsel, USDA Wildlife and
Recreation Association

Mr. John C. Cooper, Jr., is designated Chairman of this Committee for
the term ending February 28, 1953.

This memorandum supersedes Secretary's Memorandum No. 1432 dated
October 24, 1951.

John M. Lister
Administrative Assistant Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

March 13 1963

SECRETARY'S MEMORANDUM NO. 1438, REVISED

Cafeteria Operations Committee

A Cafeteria Operations Committee was established by a permit issued May 20, 1958, by the Secretary to the USDA Welfare and Recreation Association to operate the cafeterias and related services in the Department of Agriculture buildings in Washington and Beltsville.

This Committee is composed of the President, Vice President in Charge of Cafeterias and Related Services, the General Counsel of the Welfare Association, and two members designated by the Administrative Assistant Secretary.

The following officials comprise the membership of this Committee:

John C. Pierce, Deputy Director, Livestock Division,
Agricultural Marketing Service
To complete a two-year term ending February 29, 1964

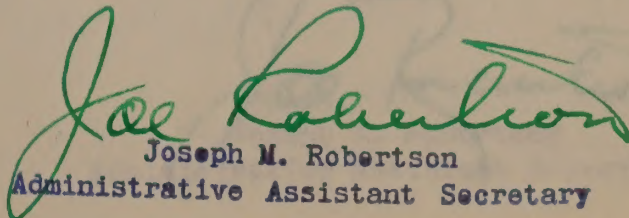
Tony M. Baldauf, Assistant Director, Office of Plant and
Operations
Two-year term ending February 28, 1965

Boris Robbins, President, USDA Welfare and Recreation
Association

Timothy W. Callahan, Vice President in Charge of Cafeterias,
USDA Welfare and Recreation Association

John C. Chernauskas, General Counsel, USDA Welfare and
Recreation Association

Mr. John C. Pierce is designated Chairman of this Committee for the term ending February 29, 1964.


Joseph M. Robertson
Administrative Assistant Secretary

COMMITTEES (Cafeteria Operations)

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C.

27
April ~~24~~, 1964

SECRETARY'S MEMORANDUM NO. 1438, REVISED

Cafeteria Operations Committee

A Cafeteria Operations Committee was established by a permit issued May 20, 1958, by the Secretary to the USDA Welfare and Recreation Association to operate the cafeterias and related services in the Department of Agriculture buildings in Washington and Beltsville.

This Committee is composed of the President, Vice President in Charge of Cafeterias and Related Services, the General Counsel of the Welfare Association, and two members designated by the Administrative Assistant Secretary.

The following officials comprise the membership of this Committee:

C. Herman Welch, Assistant Program Leader, Rural Civil
Defense, Federal Extension Service
To complete a two-year term ending February 28, 1966

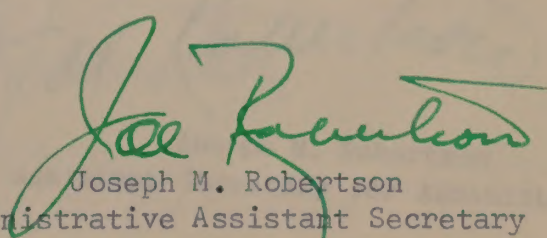
Tony M. Baldauf, Assistant Director, Office of Plant and
Operations
Two-year term ending February 28, 1965

Boris Robbins, President, USDA Welfare and Recreation
Association

Timothy W. Callahan, Vice President in Charge of Cafeterias,
USDA Welfare and Recreation Association

John C. Chernauskas, General Counsel, USDA Welfare and
Recreation Association

Mr. C. Herman Welch is designated Chairman of this Committee for the term ending February 28, 1966.


Joseph M. Robertson
Administrative Assistant Secretary

COMMITTEES (Cafeteria Operations)

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C.

April 12, 1960

SECRETARY'S MEMORANDUM NO. 1288, REVISED

Cafeteria Operations Committee

A Cafeteria Operations Committee was established by a permit issued May 20, 1959, by the Secretary to the USDA Wildlife and Recreation Association to operate the cafeteria and related services in the Department of Agriculture buildings in Washington and Beltsville.

This Committee is composed of the President, Vice President in Charge of Cafeterias and Related Services, the General Counsel of the Wildlife Association, and two members designated by the Administrative Assistant Secretary.

The following officials comprise the membership of this Committee:

C. Herman Welch, Assistant Program Leader, Rural Civil Defense, Federal Extension Service
To complete a two-year term ending February 28, 1960

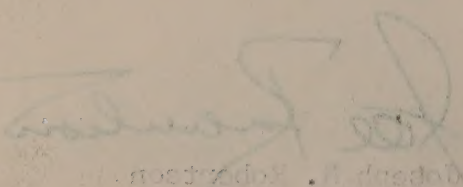
Tom H. Baldwin, Assistant Director, Office of Plant and Operations
Two-year term ending February 28, 1962

Erica Robbins, President, USDA Wildlife and Recreation Association

Timothy J. Callahan, Vice President in Charge of Cafeterias, USDA Wildlife and Recreation Association

John C. Chertusky, General Counsel, USDA Wildlife and Recreation Association

Mr. C. Herman Welch is designated Chairman of this Committee for the term ending February 28, 1960.


C. Herman Welch
Administrative Assistant Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
Washington, D. C. 20250

March 18 1965

SECRETARY'S MEMORANDUM NO. 1438, REVISED

Cafeteria Operations Committee

A Cafeteria Operations Committee was established by a permit issued May 20, 1958, by the Secretary to the USDA Welfare and Recreation Association to operate the cafeterias and related services in the Department of Agriculture buildings in Washington and Beltsville.

This Committee is composed of the President, Vice President in Charge of Cafeterias and Related Services, the General Counsel of the Welfare Association, and two members designated by the Assistant Secretary for Administration.

The following officials comprise the membership of this Committee:

C. Herman Welch, Assistant Program Leader, Rural Civil
Defense, Federal Extension Service
To complete a two-year term ending February 28, 1966

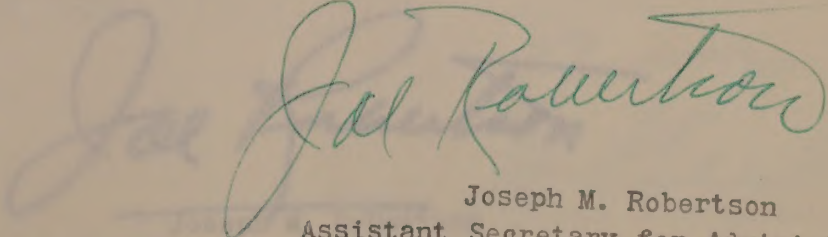
Tony M. Baldauf, Assistant Director, Office of Plant and
Operations
Two-year term ending February 28, 1967

Perry H. Colman, President, USDA Welfare and Recreation
Association

William R. Seymour, Vice President in Charge of Cafeterias,
USDA Welfare and Recreation Association

John C. Chernauskas, General Counsel, USDA Welfare and
Recreation Association

Mr. C. Herman Welch is designated Chairman of this Committee for
the term ending February 28, 1966.


Joseph M. Robertson
Assistant Secretary for Administration

COMMITTEES

*Cafeteria
Operations*

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
Washington, D. C. 20250

March 18 1968

SECRETARY'S MEMORANDUM NO. 1438, REVISED

Catechism Operations Committee

A Catechism Operations Committee was established by a permit issued May 20, 1958, by the Secretary to the USDA Wildlife and Recreation Association to operate the catechism and related services in the Department of Agriculture buildings in Washington and Beltsville.

This Committee is composed of the President, Vice President in Charge of Catechism and Related Services, the General Counsel of the Wildlife Association, and two members designated by the Assistant Secretary for Administration.

The following officials comprise the membership of this Committee:

C. Herman Welch, Assistant Program Manager, Rural Civil Defense, Federal Extension Service
to complete a two-year term ending February 28, 1966

Tony M. Balaban, Assistant Director, Office of Plans and Operations
Two-year term ending February 28, 1967

Betty H. Colman, President, USDA Wildlife and Recreation Association

William R. Seymour, Vice President in Charge of Catechism, USDA Wildlife and Recreation Association

John C. Chermak, General Counsel, USDA Wildlife and Recreation Association

Mr. C. Herman Welch is designated Chairman of this Committee for the term ending February 28, 1966.

Joseph M. Whitson
Assistant Secretary for Administration

DEPARTMENT OF AGRICULTURE
WASHINGTON, D. C.
UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

March 7 1966

SECRETARY'S MEMORANDUM NO. 1438, REVISED

Cafeteria Operations Committee

A Cafeteria Operations Committee was established by a permit issued May 20, 1958, by the Secretary to the USDA Welfare and Recreation Association to operate the cafeterias and related services in the Department of Agriculture buildings in Washington and Beltsville.

This Committee is composed of the President, Vice President in Charge of Cafeterias and Related Services, the General Counsel of the Welfare Association, and two members designated by the Assistant Secretary for Administration.

The following officials comprise the membership of this Committee:

Tony M. Baldauf, Assistant Director, Office of Plant and Operations

To complete a two-year term ending February 28, 1967

Charles F. Kiefer, Director, Office of Management Appraisal and Systems Development

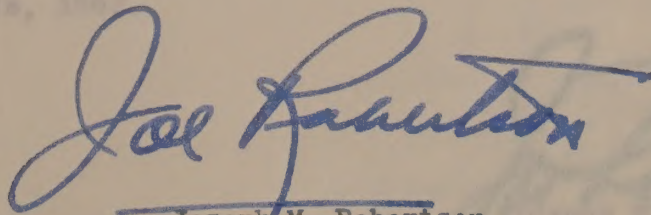
Two-year term ending February 29, 1968

Perry H. Colman, President, USDA Welfare and Recreation Association

William R. Seymour, Vice President in Charge of Cafeterias, USDA Welfare and Recreation Association

John C. Chernauskas, General Counsel, USDA Welfare and Recreation Association

Mr. Tony M. Baldauf is designated Chairman of this Committee for the term ending February 28, 1967.



Joseph M. Robertson
Assistant Secretary for Administration

COMMITTEES

(Cafeteria Operations)

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington, D. C. 20250

March 7 1958

SECRETARY'S MEMORANDUM NO. 1438, REVISED

Cafeteria Operations Committee

A Cafeteria Operations Committee was established by a permit issued May 20, 1958, by the Secretary to the USDA Welfare and Recreation Association to operate the cafeterias and related services in the Department of Agriculture buildings in Washington and Beltsville.

This Committee is composed of the President, Vice President in Charge of Cafeterias and Related Services, the General Counsel of the Welfare Association, and two members designated by the Assistant Secretary for Administration.

The following officials comprise the membership of this Committee:

Tony M. Baldauf, Assistant Director, Office of Plant and Operations

To complete a two-year term ending February 28, 1967

Charles F. Kiefer, Director, Office of Management Appraisal and Systems Development

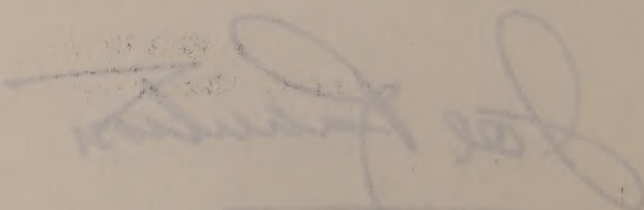
Two-year term ending February 29, 1968

Perry H. Colman, President, USDA Welfare and Recreation Association

William R. Seymour, Vice President in Charge of Cafeterias, USDA Welfare and Recreation Association

John C. Chermak, General Counsel, USDA Welfare and Recreation Association

Mr. Tony M. Baldauf is designated Chairman of this Committee for the term ending February 28, 1957.


Joseph M. Robertson
Assistant Secretary for Administration



DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D.C.

April 29 1966

SECRETARY'S MEMORANDUM NO. 1438, REVISED

Cafeteria Operations Committee

A Cafeteria Operations Committee was established by a permit issued May 20, 1958, by the Secretary to the USDA Welfare and Recreation Association to operate the cafeterias and related services in the Department of Agriculture buildings in Washington and Beltsville.

This Committee is composed of the President, Vice President in Charge of Cafeterias and Related Services, the General Counsel of the Welfare Association, and two members designated by the Assistant Secretary for Administration.

The following officials comprise the membership of this Committee:

Tony M. Baldauf, Assistant Director, Office of Plant and Operations

To complete a two-year term ending February 28, 1967

Stanley J. Dorick, Chief, Division of Personnel, Office of Management Services

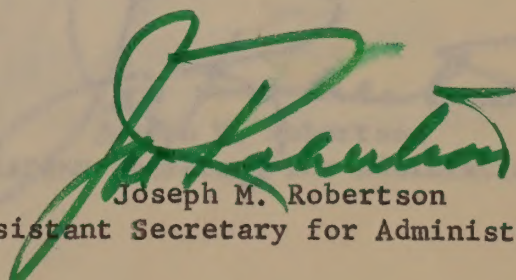
Two-year term ending February 29, 1968

Perry H. Colman, President, USDA Welfare and Recreation Association

William R. Seymour, Vice President in Charge of Cafeterias, USDA Welfare and Recreation Association

John C. Chernauskas, General Counsel, USDA Welfare and Recreation Association

Mr. Tony M. Baldauf is designated Chairman of this Committee for the term ending February 28, 1967.


Joseph M. Robertson

Assistant Secretary for Administration

COMMITTEES

(Cafeteria Operations)

DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D.C.



April 2, 1967

SECRETARY'S MEMORANDUM NO. 1438, REVISED

Cafeteria Operations Committee

A Cafeteria Operations Committee was established by a permit issued May 30, 1958, by the Secretary to the USDA Welfare and Recreation Association to operate the cafeterias and related services in the Department of Agriculture buildings in Washington and Beltsville.

This Committee is composed of the President, Vice President in Charge of Cafeterias and Related Services, the General Counsel of the Welfare Association, and two members designated by the Assistant Secretary for Administration.

The following officials comprise the membership of this Committee:

Tony M. Baldauf, Assistant Director, Office of Plant and Operations

To complete a two-year term ending February 28, 1967

Stanley J. Dorick, Chief, Division of Personnel, Office of Management Services

Two-year term ending February 29, 1968

Perry H. Colman, President, USDA Welfare and Recreation Association

William R. Seymour, Vice President in Charge of Cafeterias, USDA Welfare and Recreation Association

John G. Chernenuskas, General Counsel, USDA Welfare and Recreation Association

Mr. Tony M. Baldauf is designated Chairman of this Committee for the term ending February 28, 1967.

Joseph M. Robertson
Assistant Secretary for Administration



DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D.C.

February 28 1967

SECRETARY'S MEMORANDUM NO. 1438, REVISED

Cafeteria Operations Committee

A Cafeteria Operations Committee was established by a permit issued May 20, 1958, by the Secretary to the USDA Welfare and Recreation Association to operate the cafeterias and related services in the Department of Agriculture buildings in Washington and Beltsville.

This Committee is composed of the President, Vice President in Charge of Cafeterias and Related Services, the General Counsel of the Welfare Association, and two members designated by the Assistant Secretary for Administration.

The following officials comprise the membership of this Committee:

Tony M. Baldauf, Assistant Director, Office of Plant and
Operations
Two-year term ending February 28, 1969

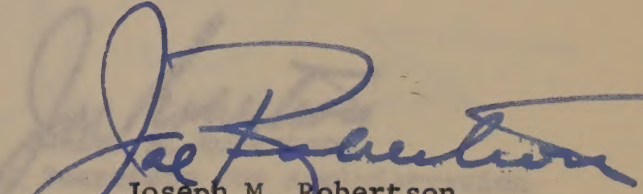
Stanley J. Dorick, Chief, Division of Personnel, Office of
Management Services
Two-year term ending February 29, 1968

Perry H. Colman, President, USDA Welfare and Recreation
Association

William R. Seymour, Vice President in Charge of Cafeterias,
USDA Welfare and Recreation Association

John C. Chernauskas, General Counsel, USDA Welfare and
Recreation Association

Mr. Tony M. Baldauf is designated Chairman of this Committee for the
term ending February 28, 1969.


Joseph M. Robertson
Assistant Secretary for Administration

COMMITTEES (Cafeteria operations)

DEPARTMENT OF AGRICULTURE
WASHINGTON 25, D.C.



February 28 1967

SECRETARY'S MEMORANDUM NO. 1438, REVISED

Cafeteria Operations Committee

A Cafeteria Operations Committee was established by a permit issued May 30, 1958, by the Secretary to the USDA Welfare and Recreation Association to operate the cafeterias and related services in the Department of Agriculture buildings in Washington and Beltsville.

This Committee is composed of the President, Vice President in Charge of Cafeterias and Related Services, the General Counsel of the Welfare Association, and two members designated by the Assistant Secretary for Administration.

The following officials comprise the membership of this Committee:

Tony M. Baldauf, Assistant Director, Office of Plant and
Operations
Two-year term ending February 28, 1969

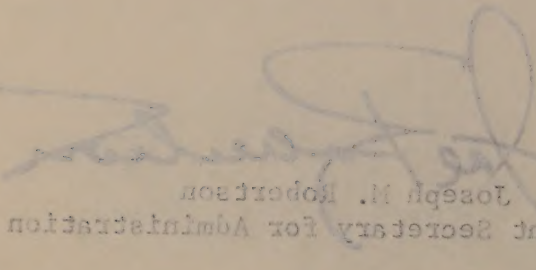
Stanley J. Dorick, Chief, Division of Personnel, Office of
Management Services
Two-year term ending February 29, 1968

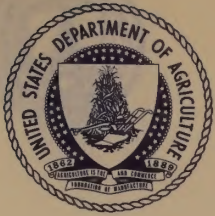
Perry H. Colman, President, USDA Welfare and Recreation
Association

William R. Seymour, Vice President in Charge of Cafeterias,
USDA Welfare and Recreation Association

John C. Chernouskas, General Counsel, USDA Welfare and
Recreation Association

Mr. Tony M. Baldauf is designated Chairman of this Committee for the
term ending February 28, 1969.


Joseph M. Robertson
Assistant Secretary for Administration



DEPARTMENT OF AGRICULTURE

WASHINGTON, D.C. 20250

April 5 1968

SECRETARY'S MEMORANDUM NO. 1438, REVISED

Cafeteria Operations Committee
SECRETARY'S MEMORANDUM NO. 1438, REVISED

A permit issued by the Cafeteria Operations Committee and the Welfare and Recreation Association to operate the cafeterias and related services in the Department of Agriculture buildings in Washington and Beltsville. A permit issued by the Secretary authorizes the USDA Welfare and Recreation Association to operate the cafeterias and related services in the Department of Agriculture buildings in Washington and Beltsville. The permit establishes a Cafeteria Operations Committee composed of the President, Vice President in Charge of Cafeterias and Related Services, the General Counsel of the Welfare Association, and two members designated by the Assistant Secretary for Administration.

The following officials comprise the membership of this Committee:

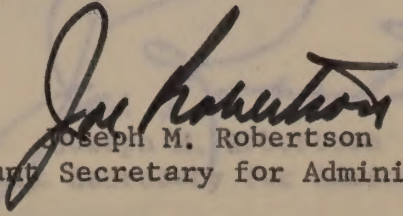
designated as Chairman for a term ending
March 31, 1971
Tony M. Baldauf, Office of Plant and Operations,
designated as Chairman for a term ending
March 31, 1969

Raymond Pugh, Office of Budget and Finance,
designated as a member for a term ending
March 31, 1970

Perry H. Colman, President, USDA Welfare and
Recreation Association

Lloyd C. Halvorson, Vice President in Charge of
Cafeterias, USDA Welfare and Recreation Association

John C. Chernauskas, General Counsel, USDA Welfare
and Recreation Association


Joseph M. Robertson
Assistant Secretary for Administration

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COMMITTEES

(Cafeteria Operations)

DEPARTMENT OF AGRICULTURE

WASHINGTON, D. C. 20250



April 2 1968

SECRETARY'S MEMORANDUM NO. 1438, REVISED

Cafeteria Operations Committee

A permit issued by the Secretary authorizes the USDA Welfare and Recreation Association to operate the cafeterias and related services in the Department of Agriculture buildings in Washington and Beltsville.

The permit establishes a Cafeteria Operations Committee composed of the President, Vice President in Charge of Cafeterias and Related Services, the General Counsel of the Welfare Association, and two members designated by the Assistant Secretary for Administration.

The following officials comprise the membership of this Committee:

Tony M. Baldauf, Office of Plant and Operations,
designated as Chairman for a term ending
March 31, 1969

Raymond Fugh, Office of Budget and Finance,
designated as a member for a term ending
March 31, 1970

Perry H. Colman, President, USDA Welfare and
Recreation Association

Lloyd C. Halvorson, Vice President in Charge of
Cafeterias, USDA Welfare and Recreation Association

John C. Chermanskas, General Counsel, USDA Welfare
and Recreation Association

Joseph M. Robertson
Assistant Secretary for Administration

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DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

April 22 1969

SECRETARY'S MEMORANDUM NO. 1438, REVISED

Cafeteria Operations Committee

A permit issued by the Secretary authorizes the USDA Welfare and Recreation Association to operate the cafeterias and related services in the Department of Agriculture buildings in Washington and Beltsville.

The permit establishes a Cafeteria Operations Committee composed of the President, Vice President in Charge of Cafeterias and Related Services, the General Counsel of the Welfare Association, and two members designated by the Assistant Secretary for Administration.

The following officials comprise the membership of this Committee:

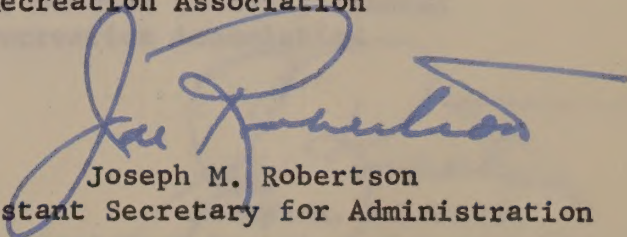
Tony M. Baldauf, Office of Plant and Operations,
designated as Chairman for a term ending
March 31, 1971

Raymond Pugh, Office of Budget and Finance,
designated as a member for a term ending
March 31, 1970

Perry H. Colman, Consumer and Marketing Service,
President, USDA Welfare and Recreation Association

Joseph Zuessman, Office of Management Services, Vice
President in Charge of Cafeterias, USDA Welfare
and Recreation Association

John C. Chernauskas, Office of General Counsel, General
Counsel, USDA Welfare and Recreation Association


Joseph M. Robertson
Assistant Secretary for Administration

COMMITTEES

(Cafeteria Operations)



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

April 25 1948

SECRETARY'S MEMORANDUM NO. 1438, REVISED

Cafeteria Operations Committee

A permit issued by the Secretary authorizes the USDA Welfare and Recreation Association to operate the cafeteria and related services in the Department of Agriculture buildings in Washington and Baltimore.

The permit establishes a Cafeteria Operations Committee composed of the President, Vice President in Charge of Cafeterias and Related Services, the General Counsel of the Welfare Association, and two members designated by the Assistant Secretary for Administration.

The following officials comprise the membership of this Committee:

Tony M. Halstead, Office of Plant and Operations,
designated as Chairman for a term ending
March 31, 1971

Raymond Pugh, Office of Budget and Finance,
designated as a member for a term ending
March 31, 1970

Perry H. Colman, Consumer and Marketing Service,
President, USDA Welfare and Recreation Association

Joseph Bussman, Office of Management Services, Vice
President in Charge of Cafeterias, USDA Welfare
and Recreation Association

John C. Chermansky, Office of General Counsel, General
Counsel, USDA Welfare and Recreation Association

Joseph M. Robertson
Assistant Secretary for Administration



DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

February 27 1970

SECRETARY'S MEMORANDUM NO. 1438, REVISED

Cafeteria Operations Committee

A permit issued by the Secretary authorizes the USDA Welfare and Recreation Association to operate the cafeterias and related services in the Department of Agriculture buildings in Washington and Beltsville.

The permit establishes a Cafeteria Operations Committee composed of the President, Vice President in Charge of Cafeterias and Related Services, the General Counsel of the Welfare Association, and two members designated by the Assistant Secretary for Administration.

The following officials comprise the membership of this Committee:

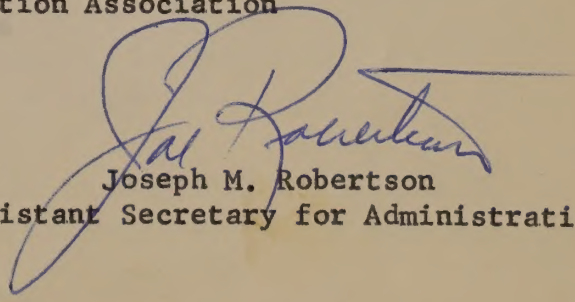
Tony M. Baldauf, Office of Plant and Operations,
designated as Chairman for a term ending
March 31, 1971

Dr. Jerome B. Siebert, Office of the Secretary,
designated as a member for a term ending
March 31, 1972

Perry H. Colman, Consumer and Marketing Service,
President, USDA Welfare and Recreation Association

Joseph Zuessman, Office of Management Services,
Vice President in Charge of Cafeterias, USDA Welfare
and Recreation Association

John C. Chernauskas, Office of General Counsel, General
Counsel, USDA Welfare and Recreation Association


Joseph M. Robertson

Assistant Secretary for Administration

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COMMITTEES

(Cafeteria operations)



February 27, 1970

SECRETARY'S MEMORANDUM NO. 1438, REVISED

Cafeteria Operations Committee

A permit issued by the Secretary authorizes the USDA Welfare and Recreation Association to operate the cafeteria and related services in the Department of Agriculture buildings in Washington and Beltsville.

The permit establishes a Cafeteria Operations Committee composed of the President, Vice President in Charge of Cafeterias and Related Services, the General Counsel of the Welfare Association, and two members designated by the Assistant Secretary for Administration.

The following officials comprise the membership of this Committee:

Tony M. Holcomb, Office of Plant and Operations,
designated as Chairman for a term ending
March 31, 1971

Mr. Jerome B. Siebert, Office of the Secretary,
designated as a member for a term ending
March 31, 1972

Perry M. Colman, Consumer and Marketing Service,
President, USDA Welfare and Recreation Association

Joseph Euseman, Office of Management Services,
Vice President in Charge of Cafeterias, USDA Welfare
and Recreation Association

John G. Chermak, Office of General Counsel, General
Counsel, USDA Welfare and Recreation Association

Joseph M. Robertson
Assistant Secretary for Administration



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

June 9 1971

SECRETARY'S MEMORANDUM NO. 1438, REVISED

Cafeteria Operations Committee

A permit issued by the Secretary authorizes the USDA Welfare and Recreation Association to operate the cafeterias and related services in the Department of Agriculture buildings in Washington and Beltsville.

The permit establishes a Cafeteria Operations Committee composed of the President, Vice President in Charge of Cafeterias and Related Services, the General Counsel of the Welfare Association, and two members designated by the Assistant Secretary for Administration.

The following officials comprise the membership of this Committee:

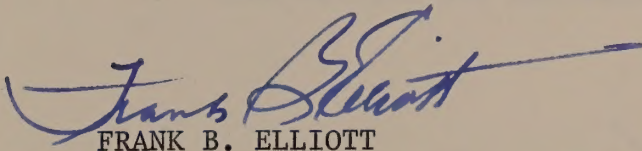
Tony M. Baldauf, Office of Plant and Operations,
designated as Chairman for a term ending March 31, 1973

Dr. Jerome B. Siebert, Consumer and Marketing Service,
designated as a member for a term ending March 31, 1972

Charles G. Cleveland, Packers and Stockyards Administration,
President, USDA Welfare and Recreation Association

Reginald E. Strother, Food and Nutrition Service,
Vice President in Charge of Cafeterias, USDA Welfare
and Recreation Association

John C. Chernauskas, Office of General Counsel, General
Counsel, USDA Welfare and Recreation Association



FRANK B. ELLIOTT
Assistant Secretary for Administration



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON, D. C. 20250

December 6, 1971.

SECRETARY'S MEMORANDUM NO. 1438, REVISED

Cafeteria Operations Committee

A permit issued by the Secretary authorizes the USDA Welfare and Recreation Association to operate the cafeterias and related services in the Department of Agriculture buildings in Washington and Beltsville.

The permit establishes a Cafeteria Operations Committee composed of the President, Vice President in Charge of Cafeterias and Related Services, the General Counsel of the Welfare Association, and two members designated by the Assistant Secretary for Administration.

The following officials comprise the membership of this Committee:

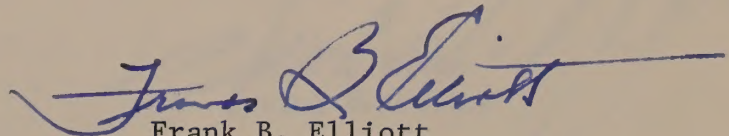
Tony M. Baldauf, Office of Plant and Operations,
designated as Chairman for a term ending March 31, 1973

Dr. Jerome B. Siebert, Consumer and Marketing Service,
designated as a member for a term ending March 31, 1972

Paul W. Wood, Federal Crop Insurance Corporation,
President, USDA Welfare and Recreation Association

Reginald E. Strother, Food and Nutrition Service,
Vice President in Charge of Cafeterias, USDA Welfare and
Recreation Association

John C. Chernauskas, Office of General Counsel, General Counsel,
USDA Welfare and Recreation Association


Frank B. Elliott
Assistant Secretary for
Administration

COMMITTEES

(Cafeteria Operations)

SECRETARY'S MESSAGE NO. 1, 1913, REVISED

Information for the Secretary

A report issued by the Secretary and the Board of Directors of the American Association of University Professors in the Department of Agriculture and related subjects.

The report contains a list of the members of the American Association of University Professors and the Board of Directors of the American Association of University Professors.

The following list is a copy of the members of the American Association of University Professors.

Prof. J. H. Brown, Secretary of the American Association of University Professors, 1913.

Prof. J. H. Brown, Secretary of the American Association of University Professors, 1913.

Prof. J. H. Brown, Secretary of the American Association of University Professors, 1913.

Prof. J. H. Brown, Secretary of the American Association of University Professors, 1913.

Prof. J. H. Brown, Secretary of the American Association of University Professors, 1913.

Prof. J. H. Brown, Secretary of the American Association of University Professors, 1913.

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

April 1, 1960

MEMORANDUM NO. 1439

Membership of U.S.D.A. Disaster Committee

Pursuant to 1 AR 386.11-13 which describes the functions and the composition of the U.S.D.A. Disaster Committee, current membership of this Committee is as follows:

Director of Agricultural Credit Services	Kenneth L. Scott	Chairman
Assistant to Director of Agricultural Credit Services	Harry N. Thomas	Alternate Chairman

<u>Agency</u>	<u>Member</u>	<u>Alternate</u>
Agricultural Conservation Program Service	Murphy L. Barnes	James M. Hunt
Agricultural Marketing Service	R. K. Smith	J. W. Kirkbride
Commodity Stabilization Service	James W. Browning	Joseph B. Long
Farm Credit Administration	Paul Fankhauser	Don H. Bushnell
Farmers Home Administration	Darrel Dunn	Jack Frost
Federal Crop Insurance Corporation	Earl H. Nikkel	Ross A. Dimock
Federal Extension Service	Paul V. Kepner	John B. Claar
Office of General Counsel	Howard V. Campbell	George E. Cooper
Soil Conservation Service	J. C. Dykes	A. M. Hedge

True D. Morse
True D. Morse
Acting Secretary

COMMITTEES

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

April 1, 1933

MEMORANDUM NO. 1437

Membership of U.S.D.A. Disaster Committee

Pursuant to FAR 386.11-13 which describes the functions and the composition of the U.S.D.A. Disaster Committee, current membership of this Committee is as follows:

<u>Agency</u>	<u>Member</u>	<u>Alternate</u>
Soil Conservation Service	J. C. Dykes	A. M. Hedge
Office of General Counsel	Howard V. Campbell	George E. Cooper
Federal Extension Service	Paul V. Keyner	John E. Glass
Corporation		
Federal Crop Insurance	Earl H. Ninkkel	Ross A. Dimock
Farmers Home Administration	Harold Dunn	Jack Frost
Farm Credit Administration	Paul Fankhauser	Don H. Bushnell
Services		
Commodity Stabilization	James W. Browning	Joseph B. Long
Service		
Agricultural Marketing	R. K. Smith	J. W. Kirkbridge
Program Service		
Agricultural Conservation	Murphy J. Barnes	James M. Hunt
Director of Agricultural	Kenneth L. Scott	Chairman
Credit Service		
Assistant to Director of	Harry N. Thomas	Alternate
Agricultural Credit		
Services		Chairman

Frederic D. Moore
Acting Secretary



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

April 13, 1960.

MEMORANDUM NO. 1440

Committee on Agricultural History

Plans for observance of the Department's Centennial in 1962 include the preparation and publication of an agricultural history. To give direction and leadership to a study necessary to the preparation of a history, to establish policies and standards applicable to such a publication, and to provide guidance in its development, a Committee on Agricultural History is hereby designated as follows:

Oris V. Wells, Administrator, Agricultural Marketing Service
(Chairman)

R. Lyle Webster, Director of Information

Foster E. Mohrhardt, Director of the Library

James P. Cavin, Agricultural Marketing Service (Secretary)

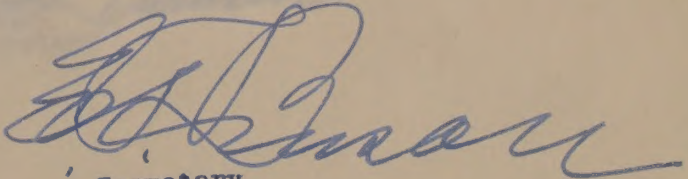
The history unit of the Agricultural Marketing Service will provide necessary staff services for the Committee.

In view of the nature of the Committee's assignment, the cooperation of all Department agencies and staff offices is essential. Accordingly, it is requested that the head of each such agency and office designate a member of his staff to serve as a liaison with whom the Committee can work in obtaining data and information essential to the preparation of the history. The names of such designees shall be submitted to the secretary of the Committee.

In carrying out its responsibilities, the Committee will work in close cooperation with the Department's Centennial Planning Committee established by Memorandum No. 1411.

The above provisions shall become effective immediately and shall remain in force until the Centennial history has been published.

Memorandum No. 925 and its supplements and revisions are hereby declared obsolete. Department agencies should consult with the history unit of the Agricultural Marketing Service regarding any program information or other materials that have significant historical interest.


Secretary



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

April 12, 1950

MEMORANDUM NO. 1470

Committee on Agricultural History

Plans for observance of the Department's Centennial in 1952 include the preparation and publication of an agricultural history. To give direction and leadership to a study necessary to the preparation of a history, to establish policies and standards applicable to such a publication, and to provide guidance in its development, a Committee on Agricultural History is hereby designated as follows:

Chris V. Wolfe, Administrator, Agricultural Marketing Service
(Chairman)

H. Kyle Webster, Director of Information

Frederic E. McWhorter, Director of the Library

James B. Gavin, Agricultural Marketing Service (Secretary)

The history unit of the Agricultural Marketing Service will provide necessary staff services for the Committee.

In view of the nature of the Committee's assignment, the cooperation of all Department agencies and staff offices is essential. Accordingly, it is requested that the head of each agency and office designate a member of his staff to serve as a liaison with the Committee and work in obtaining data and information essential to the preparation of the history. The names of such designees shall be submitted to the secretary of the Committee.

In carrying out its responsibilities, the Committee will work in close cooperation with the Department's Centennial Planning Committee established by Memorandum No. 1411.

The above provisions shall become effective immediately and shall remain in force until the Centennial history has been published.

Memorandum No. 1470 and its supplements and revisions are hereby declared obsolete. Department agencies should consult with the history unit of the Agricultural Marketing Service regarding any program information or other materials that have significant historical interest.


Secretary

NITE

(GR)

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

July 11, 1961

SECRETARY'S MEMORANDUM NO. 1440, REVISED

Committee on Agricultural History

Plans for observance of the Department's Centennial in 1962 include the preparation and publication of an agricultural history. To give direction and leadership to a study necessary to the preparation of a history, to establish policies and standards applicable to such a publication, and to provide guidance in its development, a Committee on Agricultural History has been established. Membership of the Committee, as revised, is as follows:

Nathan M. Koffsky, Administrator, Economic Research Service
(Chairman)

R. Lyle Webster, Director of Information

Foster E. Mohrhardt, Director of the Library

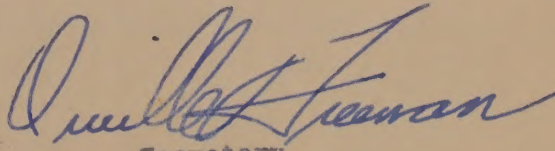
James P. Cavin, Economic Research Service (Secretary)

The history unit of the Economic Research Service will provide necessary staff service for the Committee.

In carrying out its responsibilities, the Committee will work in close cooperation with the Department's Centennial Planning Committee established by Secretary's Memorandum No. 1411, Revised.

The above provisions shall remain in force until the Centennial history has been published.

Memorandum No. 1440, dated April 13, 1960, is hereby superseded.


Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

SECRETARY'S MEMORANDUM NO. 1460, REVISED

Committee on Agricultural History

Plans for observance of the Department's Centennial in 1903 include the preparation and publication of an agricultural history. To give direction and leadership to a study necessary to the preparation of a history, to establish policies and standards applicable to such a publication, and to provide guidance in its development, a Committee on Agricultural History has been established. Membership of the Committee, as revised, is as follows:

Nathan M. Kottky, Administrator, Economic Research Service
(Chairman)

R. Lyle Webster, Director of Information

Robert E. McInnis, Director of the Library

James P. Gavin, Economic Research Service (Secretary)

The history unit of the Economic Research Service will provide necessary staff services for the Committee.

In carrying out its responsibilities, the Committee will work in close cooperation with the Department's Centennial Planning Committee established by Secretary's Memorandum No. 1411, Revised.

The above provisions shall remain in force until the Centennial history has been published.

Memorandum No. 1460, dated April 13, 1961, is hereby superseded.


Nathan M. Kottky
Administrator, Economic Research Service

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON, D. C. 20250

EMS NED
CHIEF AG HIST BRANCH
ROOM 140 GHI BLDG.

1

January 15, 1982

1440-1

SECRETARY'S MEMORANDUM

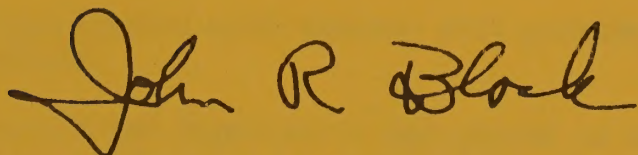
Moratorium on Issuing New Periodicals, Pamphlets, and Audiovisual Materials

1 PURPOSE

The moratorium on periodicals, pamphlets, and audiovisual materials established at the direction of the President on April 20 is hereby removed. The Department has developed a management control program which has been approved by the Office of Management and Budget; and henceforth, periodicals, pamphlets, and audiovisual materials will be developed and issued in conformance with the approved control plan and other policies, regulations, and procedures of the Department as administered by the Office of Governmental and Public Affairs.

2 CANCELLATION

Secretary's Memorandum 2032 dated May 21, 1981, is hereby rescinded.



Secretary of Agriculture

DISTRIBUTION:

14

OPI:

OGPA

January 1, 1914

Dear Sir:

I have the honor to acknowledge the receipt of your letter of December 18, 1913.

It is a pleasure to inform you that the same has been forwarded to the proper authorities for their consideration.

Sincerely,
The Secretary

The enclosed copy of the letterhead memorandum of the Department of Agriculture, dated January 1, 1914, and captioned as above, is being furnished to you for your information. It is the policy of the Department to keep you advised of the progress of the work of the Department in relation to the various matters which are of interest to you. It is also the policy of the Department to keep you advised of the results of the work of the Department in relation to the various matters which are of interest to you.

Very truly,
The Secretary

Enclosed for you are two copies of the letterhead memorandum of the Department of Agriculture, dated January 1, 1914, and captioned as above.

Very truly,
The Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON 25, D. C.

May 31, 1960.

MEMORANDUM NO. 1441

Committee on Agricultural Exports

Recent preliminary investigations of current export policies, programs and activities, as the basis for expanded export trade promotion called for by the President in his March 17 export trade message to the Congress, has established the need for a Committee on Agricultural Exports. To give direction and leadership to studies necessary to expanded agricultural export activities and to determine criteria and guidelines, and to appoint such sub-committees as needed to conduct such studies, a Committee on Agricultural Exports is hereby designated as follows:

Clarence L. Miller, Assistant Secretary (Chairman)

Max Myers, Administrator, Foreign Agricultural Service
(Vice-Chairman)

Oris V. Wells, Administrator, Agricultural Marketing Service

Clarence D. Palmby, Acting Administrator, Commodity Stabilization
Service

Byron Shaw, Administrator, Agricultural Research Service

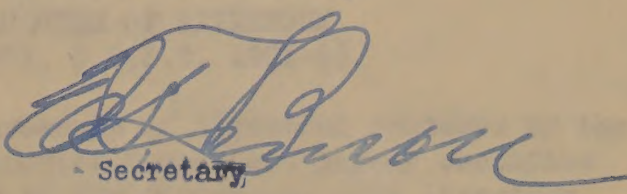
Sylvester J. Meyers, General Sales Manager, Commodity
Stabilization Service

The Foreign Agricultural Service will provide necessary staff services for the Committee.

The nature of the Committee's assignment is sufficiently broad as to require widespread participation by several Department agencies which will be called upon to supply membership and provide staff services for the sub-committee.

In carrying out its responsibilities, the Committee will work with other Departments of Government as required, in order to coordinate this Department's efforts toward expanded exports with the President's overall objective.

The above provisions shall become effective immediately.


Secretary

May 11, 1954

MEMORANDUM NO. 1441

Committee on Agricultural Exports

Recent preliminary investigations of current export policies, programs and activities, as the basis for expanded export trade promotion called for by the President in his March 17 export trade message to the Congress, has established the need for a Committee on Agricultural Exports. To give direction and leadership to studies necessary to expanded agricultural export activities and to determine criteria and guidelines, and to appoint such sub-committees as needed to conduct such studies, a Committee on Agricultural Exports is hereby designated as follows:

Clarence L. Miller, Assistant Secretary (Chairman)

Max Myers, Administrator, Foreign Agricultural Service
(Vice-Chairman)

Oris V. Wells, Administrator, Agricultural Marketing Service

Clarence D. Fahmy, Acting Administrator, Commodity Stabilization Service

Byron Shaw, Administrator, Agricultural Research Service

Sylvester J. Meyers, General Sales Manager, Commodity Stabilization Service

The Foreign Agricultural Service will provide necessary staff services for the Committee.

The nature of the Committee's assignment is sufficiently broad as to require widespread participation by several Department agencies which will be called upon to supply membership and provide staff services for the sub-committee.

In carrying out its responsibilities, the Committee will work with other Departments of Government as required, in order to coordinate this Department's efforts toward expanded exports with the President's overall objective.

The above provisions shall become effective immediately.



UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington

JUN 27 1960

MEMORANDUM NO. 1442

Humane Methods of Livestock Slaughter

1. Purpose. The purpose of this memorandum is to establish the Department's procurement policy as it relates to the Humane Slaughter Act of 1958.
2. Authority. Public Law 85-765; 7 U.S.C. 1901-6.
3. Scope. Public Law 85-765 declares the policy of the United States to be that the slaughtering of livestock, and the handling of livestock in connection with slaughter, shall be carried out only by humane methods. The Law requires that this public policy be taken into consideration by all agencies of the Federal Government in connection with all procurement and price support programs and operations after June 30, 1960.
4. Restrictions. Section 3 of Public Law 85-765 requires that after June 30, 1960, no agency or instrumentality of the United States "shall contract for or procure any livestock products produced or processed by any slaughterer or processor which in any of its plants or in any plants of any slaughterer or processor with which it is affiliated slaughters or handles in connection with slaughter livestock by any methods other than methods designated and approved by the Secretary of Agriculture," pursuant to section 4 of the Law.

Section 3 further provides that after June 30, 1960, each supplier from which any livestock products are procured by any agency of the Federal Government shall be required by such agency to make a statement of eligibility to supply livestock products slaughtered by methods approved by the Secretary of Agriculture. Such statement of eligibility must also provide that if the statement is false the maker thereof shall be subject to prosecution under 18 U.S.C. 287.

5. Certification Requirements. In accordance with the requirements of the Law, the following certification shall be obtained from the supplier prior to consuming any purchase of livestock products:

HUMANE SLAUGHTER OF LIVESTOCK
(P.L. 85-765, 7 U.S.C. 1901-6)

In connection with any procurements of livestock products by the Federal Government, the Contractor (supplier) hereby certifies that there will be delivered to the Government only livestock products which are produced or processed by a slaughterer or

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington

JUN 27 1950

MEMORANDUM NO. 144-2

Human Methods of Livestock Slaughter

1. Purpose. The purpose of this memorandum is to establish the Department's procurement policy as it relates to the humane slaughter act of 1928.

2. Authority. Public Law 45-755; 7 U.S.C. 1901-5.

3. Scope. Public Law 45-755 declares the policy of the United States to be that the slaughtering of livestock, and the handling of livestock in connection with slaughter, shall be carried out only by humane methods. The law requires that this public policy be taken into consideration by all agencies of the Federal Government in connection with all procurement and price support programs and operations after June 30, 1950.

4. Restrictions. Section 5 of Public Law 45-755 requires that after June 30, 1950, no agency or instrumentality of the United States "shall contract for or procure any livestock products produced or processed by any slaughterer or processor which in any of its plants or in any plant or any slaughterer, or processor with which it is affiliated, slaughters or handles in connection with slaughter livestock by any method other than methods designated and approved by the Secretary of Agriculture," pursuant to section 1 of the law.

Section 5 further provides that after June 30, 1950, each supplier from which any livestock products are procured by any agency of the Federal Government shall be required by such agency to make a statement of eligibility to supply livestock products slaughtered by methods approved by the Secretary of Agriculture. Such statement of eligibility must also provide that if the statement is false the maker thereof shall be subject to prosecution under 18 U.S.C. 237.

5. Certification Requirements. In accordance with the requirements of the law, the following certification shall be obtained from the supplier prior to commencing any purchase of livestock products:

HUMANE SLAUGHTER OF LIVESTOCK
(P.L. 45-755, 7 U.S.C. 1901-5)

In connection with any procurement of livestock products by the Federal Government, the contractor (supplier) hereby certifies that there will be delivered to the Government only livestock products which are produced or processed by a slaughterer or

processor in all of whose plants, and in all plants of any slaughterer or processor with which he is affiliated, livestock is slaughtered and handled in connection with slaughter only by humane methods as designated by the Secretary of Agriculture. See Part 180 of Title 9 of the Code of Federal Regulations. If this certificate is false, the Contractor will be subject to prosecution under 18 U.S.C. section 287.

The above certification may be obtained by inserting it in bid invitations, etc., signed by the supplier, or obtained as a separate document in connection with each purchase, or where livestock products are regularly purchased from certain suppliers, it would be appropriate to obtain a signed and dated certification to be kept on file for reference. Each supplier shall state on his billing the required certification or indicate thereon compliance with his prior certificate.

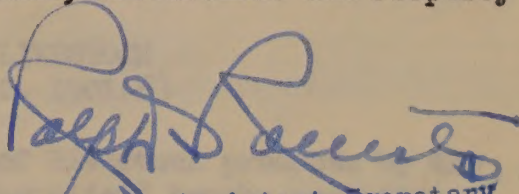
6. Definitions. For the purpose of this Law:

- (a) Livestock products are edible products for human or animal consumption of cattle, horses, mules, sheep, swine, and other livestock, but do not include dairy products or poultry.
- (b) A slaughterer or processor is affiliated with another slaughterer or processor if it controls, is controlled by, or is under common control with, such other slaughterer or processor.

7. Exemptions.

- (a) Contracts for or procurements of livestock products from animals slaughtered in accordance with the ritual requirements of the Jewish faith or any other religious faith that prescribed a method of slaughtering whereby the animal suffers loss of consciousness by anemia of the brain caused by the simultaneous and instantaneous severance of the carotid arteries with a sharp instrument are exempt from the requirements in section 3 of Public Law 85-765.
- (b) The certification is not applicable to contracts for livestock products produced or processed outside the United States.

8. Enforcement. Reports of possible violations of the certificate shall be reported to the Office of Plant and Operations, Procurement and Property Management Division for necessary action.


Administrative Assistant Secretary

processor in all of whose plants, and in all plants of any slaughterer or processor with which he is affiliated, livestock is slaughtered and handled in connection with slaughter only by humane methods as designated by the Secretary of Agriculture. See Part 140 of Title 9 of the Code of Federal Regulations. If this certificate is false, the Contractor will be subject to prosecution under 18 U.S.C. section 237.

The above certification may be obtained by inserting it in the invoice, etc., signed by the supplier, or obtained as a separate document in connection with each purchase, or where livestock products are regularly purchased from certain suppliers, it would be appropriate to obtain a signed and dated certification to be kept on file for reference. Each supplier shall state on his billing the required certification or indicate thereon compliance with this prior certificate.

6. Definitions. For the purpose of this law:

- (a) Livestock products are edible products for human or animal consumption of cattle, horses, swine, sheep, and other livestock, but do not include dairy products or poultry.
- (b) A slaughterer or processor is affiliated with another slaughterer or processor if it controls, is controlled by, or is under common control with, such other slaughterer or processor.

7. Exemptions.

- (a) Contracts for or procurement of livestock products from animals slaughtered in accordance with the ritual requirements of the Jewish faith or any other religious faith that prescribed a method of slaughtering whereby the animal suffers loss of consciousness by severance of the brain caused by the simultaneous and instantaneous severance of the carotid arteries with a sharp instrument are exempt from the requirements in section 3 of Public Law 85-702.
- (b) The certification is not applicable to contracts for livestock products produced or processed outside the United States.

8. Enforcement. Reports of possible violations of the certificate shall be reported to the Office of Plant and Operations, Procurement and Property Management Division for necessary action.

Administrative Assistant Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE

OFFICE OF THE SECRETARY

WASHINGTON

OFFICE OF PLANT AND OPERATIONS

JUN 20 1960

MEMORANDUM TO ASSISTANT ADMINISTRATORS FOR MANAGEMENT

Humane Methods of Livestock Slaughter

1. Purpose. The purpose of this memorandum is to establish the Department's procurement policy as it relates to the Humane Slaughter Act of 1958.
2. Authority. Public Law 85-765; 7 U.S.C. 1901-6.
3. Scope. Public Law 85-765 declares the policy of the United States to be that the slaughtering of livestock, and the handling of livestock in connection with slaughter, shall be carried out only by humane methods. The Law requires that this public policy be taken into consideration by all agencies of the Federal Government in connection with all procurement and price support programs and operations after June 30, 1960.
4. Restrictions. Section 3 of Public Law 85-765 requires that after June 30, 1960, no agency or instrumentality of the United States "shall contract for or procure any livestock products produced or processed by any slaughterer or processor which in any of its plants or in any plants of any slaughterer, or processor with which it is affiliated, slaughters or handles in connection with slaughter livestock by any methods other than methods designated and approved by the Secretary of Agriculture," pursuant to section 4 of the Law.

Section 3 further provides that after June 30, 1960, each supplier from which any livestock products are procured by any agency of the Federal Government shall be required by such agency to make a statement of eligibility to supply livestock products slaughtered by methods approved by the Secretary of Agriculture. Such statement of eligibility must also provide that if the statement is false the maker thereof shall be subject to prosecution under 18 U.S.C. 287.
5. Certification Requirements. In accordance with the requirements of the Law, the following certification shall be obtained from the supplier prior to consuming any purchase of livestock products:

HUMANE SLAUGHTER OF LIVESTOCK
(P.L. 85-765, 7 U.S.C. 1901-6)

In connection with any procurements of livestock products by the Federal Government, the Contractor (supplier) hereby certifies that there will be delivered to the Government only livestock products which are produced or processed by a slaughterer or

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

OFFICE OF PLANT AND OPERATIONS

JUN 20 1960

MEMORANDUM TO ASSISTANT ADMINISTRATORS FOR MANAGEMENT

Humane Methods of Livestock Slaughter

1. Purpose. The purpose of this memorandum is to establish the Department's procurement policy as it relates to the Humane Slaughter Act of 1958.
2. Authority. Public Law 85-765; 7 U.S.C. 1901-6.
3. Scope. Public Law 85-765 declares the policy of the United States to be that the slaughtering of livestock, and the handling of livestock in connection with slaughter, shall be carried out only by humane methods. The law requires that this public policy be taken into consideration by all agencies of the Federal Government in connection with all procurement and price support programs and operations after June 30, 1960.
4. Restrictions. Section 3 of Public Law 85-765 requires that after June 30, 1960, no agency or instrumentality of the United States "shall contract for or procure any livestock products produced or processed by any slaughterer or processor which in any of its plants or in any plant of any slaughterer, or processor with which it is affiliated, slaughters or handles in connection with slaughter livestock by any method other than methods designated and approved by the Secretary of Agriculture," pursuant to section 4 of the law.
- Section 3 further provides that after June 30, 1960, each supplier from which any livestock products are procured by any agency of the Federal Government shall be required by such agency to make a statement of eligibility to supply livestock products slaughtered by methods approved by the Secretary of Agriculture. Such statement of eligibility must also provide that if the statement is false the maker thereof shall be subject to prosecution under 18 U.S.C. 2387.
5. Certification Requirements. In accordance with the requirements of the law, the following certification shall be obtained from the supplier prior to commencing any purchase of livestock products:

HUMANE SLAUGHTER OF LIVESTOCK
(P.L. 85-765, 7 U.S.C. 1901-6)

In connection with any procurement of livestock products by the Federal Government, the Contractor (supplier) hereby certifies that there will be delivered to the Government only livestock products which are produced or processed by a slaughterer or

processor in all of whose plants, and in all plants of any slaughterer or processor with which he is affiliated, livestock is slaughtered and handled in connection with slaughter only by humane methods as designated by the Secretary of Agriculture. See Part 180 of Title 9 of the Code of Federal Regulations. If this certificate is false, the Contractor will be subject to prosecution under 18 U.S.C. section 287.

The above certification may be obtained by inserting it in bid invitations, etc., signed by the supplier, or obtained as a separate document in connection with each purchase, or where livestock products are regularly purchased from certain suppliers, it would be appropriate to obtain a signed and dated certification to be kept on file for reference. *Each supplier shall station his billing the required certification or indicate thereon compliance with his prior certificate.*

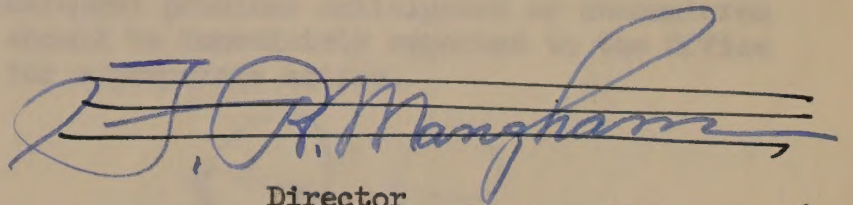
6. Definitions. For the purpose of this Law:

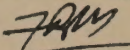
- (a) Livestock products are edible products for human or animal consumption of cattle, horses, mules, sheep, swine, and other livestock, but do not include dairy products or poultry.
- (b) A slaughterer or processor is affiliated with another slaughterer or processor if it controls, is controlled by, or is under common control with, such other slaughterer or processor.

7. Exemptions.

- (a) Contracts for or procurements of meat slaughtered in accordance with the ritual requirements of the Jewish faith or any other religious faith that prescribes a method of slaughtering whereby the animal suffers loss of consciousness by anemia of the brain caused by the simultaneous and instantaneous severance of the carotid arteries with a sharp instrument are exempt from the requirements in section 3 of Public Law 85-765.
- (b) The certification is not applicable to contracts for livestock products produced or processed outside the United States.

8. Enforcement. Reports of possible violations of the certificate shall be reported to the Office of Plant and Operations, Procurement and Property Management Division for necessary action.


Director

To be prepared for Mr. Roberts signature


processor in all of whose plants, and in all plants of any slaughterer or processor with which he is affiliated, livestock is slaughtered and handled in connection with slaughter only by humane methods as designated by the Secretary of Agriculture. If this certificate is false, the contractor will be subject to prosecution under 18 U.S.C., section 887.

The above certification may be obtained by inserting it in the invoice, etc., signed by the supplier, or obtained as a separate document in connection with each purchase, or where livestock products are regularly purchased from certain suppliers, it would be appropriate to obtain a signed and dated certification to be kept on file for reference.

6. Definitions. For the purpose of this law:

- (a) Livestock products are edible products for human or animal consumption of cattle, horses, mules, sheep, swine, and other livestock, but do not include dairy products or poultry.
- (b) A slaughterer or processor is affiliated with another slaughterer or processor if its controls, is controlled by, or is under common control with, such other slaughterer or processor.

7. Exceptions.

- (a) Contracts for or procurement of meat slaughtered in accordance with the ritual requirements of the Jewish faith or any other religious faith that prescribes a method of slaughtering whereby the animal suffers loss of consciousness by means of the brain caused by the simultaneous and instantaneous severance of the cervical arteries with a sharp instrument are exempt from the requirements in section 2 of Mobile Law 67-70.
- (b) The certification is not applicable to contracts for livestock products produced or processed outside the United States.

8. Enforcement. Reports of possible violations of this certificate shall be reported to the Office of Plant and Operations, Procurement and Property Management Division for necessary action.

Director



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

August 5, 1960

MEMORANDUM NO. 1442, SUPPLEMENT 1

Humane Methods of Livestock Slaughter

Public Law 86-547, approved June 29, 1960, modifies the Humane Slaughter Act of 1958 to provide that during the period from June 30, to August 30, 1960, the Federal Government may procure livestock products produced or processed by a slaughterer or processor which slaughters or handles for slaughter livestock by methods other than those designated by the Secretary of Agriculture if, prior to June 30, 1960, such slaughterer or processor contracted for the purchase of equipment necessary to enable him to adopt such designated methods, but such equipment had not been delivered to him.

In view of this modification to the Act, and pending issuance of Administrative Regulations, the following certificate should be used hereafter in lieu of that previously prescribed:

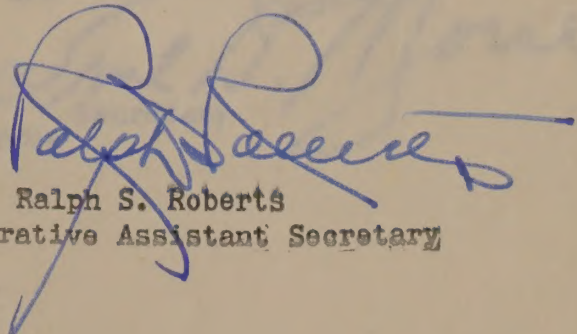
CERTIFICATION

Humane Slaughter Act of 1958
(P.L. 85-765, 7 U.S.C. 1901-6; P.L. 86-547)

The Contractor (Supplier) hereby certifies that he is eligible to supply livestock products to the Government, and will deliver to it only livestock products eligible to be supplied under this Act. (If this certification is false, the maker thereof will be subject to prosecution under Title 18, United States Code, Section 287.)

Certifications received from suppliers, the wording of which differs from the above certificate, may be accepted if determined to be in compliance with the Act.

Contracting or other procurement problems anticipated or encountered in implementing the Act should be immediately reported to the Office of Plant and Operations for appropriate action.



Ralph S. Roberts
Administrative Assistant Secretary



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

August 2, 1960

MEMORANDUM NO. 1462, SUPPLEMENT 1

Human Methods of Livestock Slaughter

Public Law 86-547, approved June 29, 1960, modifies the Human Slaughter Act of 1958 to provide that during the period from June 30, to August 30, 1960, the Federal Government may procure livestock products produced or processed by a slaughterer or processor which slaughter or handling for slaughter livestock by methods other than those designated by the Secretary of Agriculture, if, prior to June 30, 1960, such slaughterer or processor contacted for the purchase of equipment necessary to enable him to adopt such designated methods, but such equipment had not been delivered to him.

In view of this modification to the Act, and pending issuance of Administrative Regulations, the following certificate should be used hereafter in lieu of that previously prescribed:

CERTIFICATION

Human Slaughter Act of 1958
(P.L. 85-705, 7 U.S.C. 1901-5; P.L. 86-547)

The Contractor (Supplier) hereby certifies that he is eligible to supply livestock products to the Government, and will deliver to it only livestock products eligible to be supplied under this Act. (If this certification is false, the contractor will be subject to prosecution under title 18, United States Code, Section 237.)

Certifications received from suppliers, the wording of which differs from the above certificate, may be accepted if determined to be in compliance with the Act.

Contracting or other procurement problems anticipated or encountered in implementing the Act should be immediately reported to the Office of Plant and Operations for appropriate action.

[Handwritten signature]
Ralph S. Roberts
Administrative Assistant Secretary



DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON

July 15, 1960.

MEMORANDUM NO. 1443

Defense Mobilization Planning
to Assure Continuity of Essential Functions in the
Event of a Civil Defense Emergency

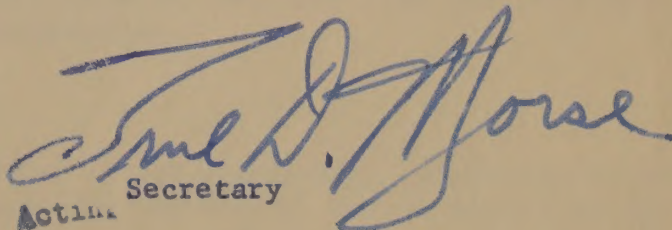
The Department has issued a document under the above-mentioned title which prescribes steps to be taken in USDA organizational and related defense planning in the field.

Recognizing the need for adequate physical facilities and supporting staff services to effectively carry out the work of the USDA State and County Emergency Planning Committees, it has been determined that this need might best be met uniformly through a single agency having a State and county office field structure. Accordingly, the ASC State and County Offices are hereby designated to provide these services in response to the needs of the planning committees.

Planning should contemplate that this same arrangement will be projected into the emergency organizational structure to be activated in a defense emergency. Thus, the facilities of these offices will be available to provide administrative support for the emergency State and County USDA organizations as well as to the emergency planning committees, regardless of the agency from which the chairman or deputy chairman might be selected in any given instance.

In the few instances in which ASC County Offices do not follow county boundaries, special arrangements will be established for these supporting services, on an individual basis, through the chairman of the appropriate USDA State Emergency Planning Committee.

The Administrative Assistant Secretary, working with appropriate agency representatives, will arrange for the method and amount of such reimbursement to ASC Offices as may be practicable under the circumstances.


Acting Secretary

DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON



July 12, 1960

MEMORANDUM NO. 1443

Defense Mobilization Planning
To Assure Continuity of Essential Functions in the
Event of a Civil Defense Emergency

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Planning should contemplate that this same arrangement will be projected into the emergency organizational structure to be activated in a defense emergency. Thus, the facilities of these offices will be available to provide administrative support for the emergency State and County USDA organizations as well as to the emergency planning committees, regardless of the agency from which the chairman or deputy chairman might be selected in any given instance.

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The Administrative Assistant Secretary, working with appropriate agency representatives, will arrange for the method and amount of such reimbursement to ASC Offices as may be practicable under the circumstances.

Charles R. Jones
Secretary

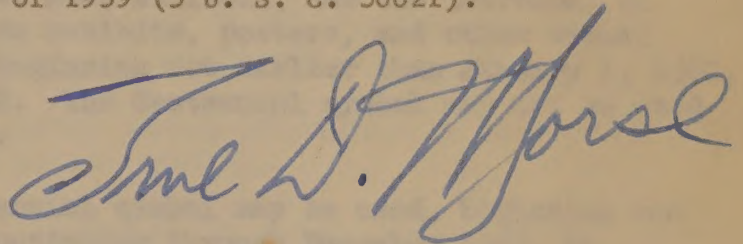
UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

Memorandum No. 1444

August 5, 1960

Delegation of Authority

Pursuant to the authority vested in the Secretary of Agriculture by Reorganization Plan No. 2 of 1953, there is hereby delegated to the Director of Personnel the authority vested in the Secretary of Agriculture by Section 2(h) of the Civil Service Retirement Act, as amended, (5 U. S. C. 2252h), by Section 2(d) of the Federal Employees' Group Life Insurance Act of 1954, as amended, (5 U. S. C. 2091d), and by Section 3(f) of the Federal Employees Health Benefits Act of 1959 (5 U. S. C. 3002f).



True D. Morse
Acting Secretary

Memorandum No. 74-111
August 2, 1953

Delegation of Authority

Pursuant to the authority vested in the Secretary of Agriculture by Reorganization Plan No. 2 of 1953, there is hereby delegated to the Director of Personnel the authority vested in the Secretary of Agriculture by Section 3(h) of the Civil Service Retirement Act, as amended, (5 U. S. C. 3353b), by Section 3(6) of the Federal Employees' Group Life Insurance Act of 1954, as amended, (5 U. S. C. 3001a), and by Section 3(f) of the Federal Employees Health Benefits Act of 1959 (5 U. S. C. 3002f).

Charles H. Johnson

Charles H. Johnson
Acting Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

August 16, 1960

MEMORANDUM NO. 1445

Policies Governing Use of U. S. D. A. Centennial Symbol

1. GENERAL. The Centennial symbol (see attachment) has been designed and approved by appropriate authority as the official symbol for use in commemorating the 100th anniversary of the Department's establishment. In order to insure that the symbol will be used effectively and in a manner appropriate to its dignity and significance, the following policies are established. The Director of Information of the Department will administer these policies, and approve all requests for uses not specifically provided for herein.
2. POLICIES GOVERNING AUTHORIZED USES. The following general policies shall govern all uses of the Centennial symbol whether in, or outside, the Department.
 - a. Department Use. The Centennial symbol shall appear on letterheads and may appear on current information materials, on or in publications, including agency periodicals, the USDA Employee News Bulletin, and the Yearbook, on materials produced for television, on exhibits, posters, and other visual materials, and on motion pictures, beginning not earlier than January 1, 1961, and continuing through December 1962. The Centennial symbol may not be used in any form on Department envelopes.
 - b. Non-Departmental Use. The Centennial symbol may be used, beginning not earlier than January 1, 1961, and continuing through December 1962, by agencies of the Federal government, of State governments and their subdivisions, by publicly-owned or privately-endowed educational institutions, by scientific societies and trade associations, and by commercial enterprises that wish to observe or recognize the 100th anniversary of the Department's establishment.
 - c. Restrictions on Use. In its use the Centennial symbol shall not be modified in any way. It shall not be used to imply the endorsement of any product or activity. It shall not be used in any manner or under any circumstances deemed inappropriate or undignified. Permission to manufacture the symbol for sale or incorporate it into any item for sale shall be obtained from the Director of Information.
3. PROCEDURES FOR DEPARTMENTAL USE.
 - a. Letterheads. All letterheads used by the Department (including domestic and foreign field offices) shall have the Centennial symbol imprinted upon them in the lower left-hand corner. Size of symbol--1 inch wide; position-- $\frac{1}{2}$ inch from left-hand edge and $\frac{3}{8}$ inch from bottom edge of sheet.

UNITED STATES DEPARTMENT OF AGRICULTURE
Office of the Secretary
Washington 25, D. C.

August 14, 1950

MEMORANDUM NO. 14-0

Policy Governing Use of U. S. D. A. Confidential Symbol

1. General. The Confidential Symbol (see attachment) has been designed and approved by appropriate authority as the official symbol for use in communication with the 100th anniversary of the Department's establishment. In order to insure that the symbol will be used effectively and in a manner appropriate to its dignity and significance, the following policies are established. The Director of Information of the Department will administer these policies, and approve all requests for use not specifically provided for herein.

2. Policy Governing Authorized Uses. The following general policies shall govern all uses of the Confidential Symbol whether in, or outside, the Department.

a. Department Use. The Confidential Symbol shall appear on letterheads and appear in printed literature material, on or in publications, including agency periodicals, the USDA Employees News Bulletin, and the Yearbook, as well as materials produced for television, on exhibits, posters, and other visual material, and on stationery, including notepaper and envelopes. From January 1, 1951, and continuing through December 31, 1952, the Confidential Symbol may not be used in any form on Department property.

b. Non-Departmental Use. The Confidential Symbol may be used, beginning not earlier than January 1, 1951, and continuing through December 31, 1952, by members of the Federal Government, or State governments and their subdivisions, by public or privately-owned educational institutions, by scientific societies and trade associations, and by commercial enterprises that wish to observe or recognize the 100th anniversary of the Department's establishment.

c. Exclusion from Use. It is the policy of the Department that the Confidential Symbol shall not be used in any way, nor shall the symbol be used in any manner or for any purpose not specifically authorized. It shall not be used in any manner or for any purpose not specifically authorized. It shall not be used in any manner or for any purpose not specifically authorized. It shall not be used in any manner or for any purpose not specifically authorized.

PROCEDURE FOR DEPARTMENTAL USE

a. Letterheads. All letterheads used by the Department (including those of the various field offices) shall have the Confidential Symbol printed on a line in the lower left-hand corner. This of course applies to all letterheads and to all forms and 3/4 inch from bottom edge and 3/4 inch from left-hand edge.

Letterheads imprinted with the Centennial symbol shall not be used within the aforestated dates until nonimprinted stocks have been exhausted. Imprinted letterheads on hand as of January 1, 1963, shall be used until supplies have been exhausted. Queries regarding inventories of letterheads shall be directed to Director, Office of Plant and Operations.

b. Publications--Departmental Series. The Centennial symbol may appear on or in publications produced, revised, or reprinted in Departmental series, as determined by the Office of Information. The Office of Information will determine the size and position of the symbol for each publication.

c. Other USDA Publications. The Centennial symbol may appear in or on publications not classified in a Departmental series. The size of the symbol preferably shall not be less than 1 inch wide and shall appear on the cover or cover page or in some other reasonably conspicuous place.

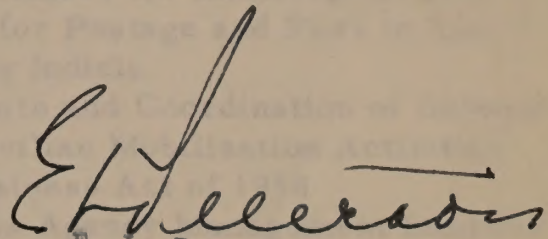
d. Current Information Materials. The Centennial symbol may be used on such materials as press releases, processed letters to media outlets, special news services, informational materials on special programs and campaigns, and on the USDA Employee News Bulletin.

e. Posters and Exhibits. The Centennial symbol shall appear in an appropriate size and in a conspicuous position on all posters and exhibits displayed or distributed for display by the Department.

f. Television Materials. The Centennial symbol may appear on materials released to television stations for public viewing.

g. Motion Pictures. The Centennial symbol shall appear in an appropriate size and immediately before the title frame or at the end of selected motion pictures, as determined by the Office of Information, that are presented for public showing or distributed for public viewing.

4. COMPLIANCE WITH ADMINISTRATIVE REGULATIONS. The authorities provided herein pertain to the manner of using the Centennial symbol. Existing provisions of the Administrative Regulations, governing other printing features of Departmental materials, shall be observed fully.


E. L. Peterson
Assistant Secretary

Letterheads typewritten with the Government symbol shall not be used without the necessary date until mentioned above have been exhausted. The printed letterheads in hand as of January 1, 1953, shall be used until supplies have been exhausted. Questions regarding inventory of letterheads shall be directed to Director, Office of Plans and Organization.

1. Publication-Departmental Bulletin. The Government symbol may appear on or in publications produced, revised, or reprinted in Departmental Bulletin, as determined by the Office of Information. The Office of Information will determine the size and position of the symbol on each publication.

2. Other U.S. Publications. The Government symbol may appear in or on publications not classified as Departmental Bulletin. The size of the symbol shall be determined by the Office of Information. The symbol shall not be used on any other publication, except on the cover or cover page or in some other conspicuously prominent place.

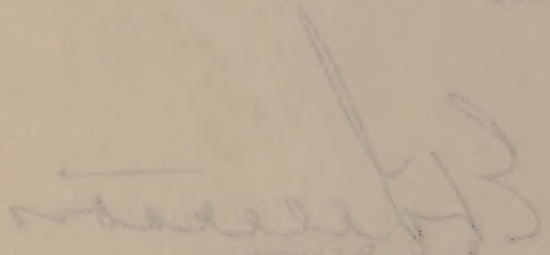
3. Government Information Materials. The Government symbol may be used on such materials as press releases, press releases to media outlets, special news releases, and materials in special programs and campaigns, and on the U.S. Employee News Bulletin.

4. Posters and Exhibits. The Government symbol shall appear in an appropriate place and in a conspicuous position on all posters and exhibits displayed or distributed for display by the Department.

5. Television Materials. The Government symbol may appear on materials related to television stations for public viewing.

6. Motion Pictures. The Government symbol shall appear in an appropriate place and immediately before the title frame at the end of related action picture, as determined by the Office of Information, that are presented for public viewing or distributed for public viewing.

7. COOPERATION WITH INVESTIGATIVE AGENCIES. The Government symbol shall appear in the manner of the Government symbol. Existing provisions of the Administrative Regulations, governing other printing forms or inspection materials, shall be observed fully.


E. L. Peterson
Assistant Secretary

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
WASHINGTON 25, D. C.

May 2, 1960

CHECKLIST OF SECRETARY'S NUMBERED MEMORANDUMS

Following is a list of Secretary's numbered Memorandums which were in effect as of March 31, 1960. The listing of a memorandum implies only that it is current with respect to some, not necessarily all, of its provisions. It does not reestablish provisions which for any reason may have become obsolete. All other Secretary's numbered Memorandums may be considered obsolete. Copies of the checklist may be obtained from Secretary's Records Section, Office of Plant and Operations. Communications in regard to the contents of the checklist may be directed to the Office of Administrative Management.

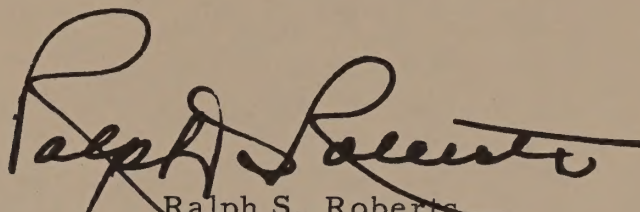
<u>Number</u>	<u>Date</u>	<u>Subject</u>
1438	3-17-60	Cafeteria Operations Committee
1437	1-18-60	USDA Regional Liaison Representatives
1436	12-31-59	Employee's Report of Pecuniary Interests in Business Enterprise and/or Private Employment
1435	12-10-59	Journal Routing Services
1434	11-23-59	State USDA Disaster Committees
1433	8-17-59	Increased Use of Excess Personal Property
1432	7-1-59	Policy Regarding Industry Consultation and Use of Industry Advisory Committees in Defense Planning
1431	6-25-59	Field Library Services
1430	5-22-59	Responsibilities for Radiological Monitoring
1429	5-14-59	Payment for Postage and Fees in Lieu of Penalty Indicia
1427	8-26-58	Liaison with and Coordination of Defense and Civilian Mobilization Activities
1426	8-14-58	Small Business Act of 1958
1424	6-13-58	Reports on Agency Management Improve- ment Activities
1423	4-4-58	Attendance at Professional Meetings
1422	2-11-58	Automatic Data Processing
1418 S-1	10-24-58	Restriction on the Employment of Personnel
1418	7-31-57	Restrictions on the Employment of Personnel
1413 S-1	12-17-58	Committee on American-German Cooperation in Agricultural Research

<u>Number</u>	<u>Date</u>	<u>Subject</u>
1413	3-15-57	Committee on American-German Cooperation in Agricultural Research
1412 R	3-15-60	Joint Committee of the Department of Agriculture and Land-Grant Universities on Training for Government Service
1411 S-1	6-4-57	U. S. Department of Agriculture Centennial in 1962
1411	2-14-57	U. S. Department of Agriculture Centennial in 1962
1408	12-10-56	Great Plains Program Inter-agency Group
1407 R	6-17-57	Appointment of Advisory Board of Commodity Credit Corporation
1406 S-1	10-5-56	Mailing Information Abroad
1406	9-21-56	Mailing Information Abroad
1405 R	1-6-59	Board of Directors, Federal Crop Insurance Corporation
1404	8-24-56	Travel Expenses of Public Advisory Committees
1402	6-27-56	Production of Price-Supported Crops in Surplus Supply on Government-Owned Lands
1400	6-15-56	Consolidation or Deconsolidation of Field Offices
1399 R	6-10-59	Assignment of Agency Responsibilities for the Soil Bank Program
1397 S-1	4-24-56	Appointment of Area Chairmen to Area Agriculture Equipment Committees
1396	4-10-56	National Inventory of Soil and Water Conservation Needs
1395	3-8-56	Handling of General Accounting Office Audit and Investigation Reports
1390	10-18-55	Soil and Water Conservation Advisory Committee
1384	7-20-55	Clearance of Reproduction Work
1383	7-21-55	Inclusion of Fair Employment Practices Clause in Research Contracts and Certain Cooperative Agreements
1380 S-1	9-14-56	U. S. Department of Agriculture's Long- Range Building Needs
1380	6-1-55	U. S. Department of Agriculture's Long- Range Building Needs

<u>Number</u>	<u>Date</u>	<u>Subject</u>
1379 S-1 R	10-29-59	Department of Agriculture Employee Awards Committee
1379	5-24-55	Establishment of Department's Employee Awards Committee
1378	5-13-55	Budget Committee
1376 S-3	12-2-59	Implementation of Civil and Defense Mobilization Responsibilities
1376 S-2	9-9-58	Non-Military Defense Training
1376 S-1	5-20-58	Staffing for Defense Mobilization and Civil Defense
1376	4-20-55	Implementation of Defense Mobilization and Civil Defense Responsibilities
1373 R	5-29-58	Committee on Plant Nomenclature
1371	2-1-55	Assignment of Responsibility for Control of Halogeton, a Poisonous Plant
1368	11-24-54	Activities of Department Employees with Relation to General and Specialized Organizations of Farmers
1367 S-1	5-23-58	Designation of Officials to Certify Reports on Appropriations and Funds Required under Section 1311 of Public Law 663, (31 U.S.C. 200), Approved August 26, 1954
1367	11-1-54	Designation of Officials to Certify Reports on Appropriations and Funds Required under Section 1311 of Public Law 663, Approved August 26, 1954
1366 S-2	2-18-55	Responsibilities in Major Disaster Operations under Public Law 875, 81st Congress
1366	9-23-54	Responsibilities in Major Disaster Operations under Public Law 875, 81st Congress
1365 R-1	3-9-56	Responsibilities for Relationships Between the Department of Agriculture and the Food and Agriculture Organization
1363	8-20-54	Assignment of Responsibility for Contract Specification Work on Meat and Meat Food Products
1362 R	1-23-59	Telephone Calls
1361 S-1 R-1	4-18-56	Operations Under the Agricultural Trade Development and Assistance Act of 1954
1361 R-1	5-25-55	Organization Under the Surplus Disposal Law
1358 R	3-20-59	Proposals for State Legislation
1357	5-12-54	Department Motion Picture Review Committee

<u>Number</u>	<u>Date</u>	<u>Subject</u>
1354	4-20-54	Defense Manpower Policy 4, Revised - Placement of Procurement and Facilities in Areas of Current or Imminent Labor Surplus
1353	4-13-54	Cooperation in Foreign Economic and Technical Assistance Programs
1351 S-1	12-13-55	Special Livestock Loan Committees
1351	3-31-54	Special Livestock Loan Committees
1350	3-30-54	Activities under the Federal Civil Defense Act of 1950, As Amended
1347 R	7-1-59	Responsibility for Coordination of Aerial Photographic Work of the Department
1346 S-3	5-31-56	Planning for Continuity of Essential Functions
1346 S-2	3-25-54	Assignment of Responsibility for Development and Maintenance of Plans to Insure the Continuity of the Essential Functions of the Department in the Event of Attack on the United States
1346 S-1	3-12-54	Assignment of Defense Mobilization Responsibilities to the U. S. Department of Agriculture Under Defense Mobilization Order I-9
1346	3-3-54	Assignment of Defense Mobilization Functions Within the U. S. Department of Agriculture and Related Delegations of Authority
1340 R	3-5-59	Order in which Assistant Secretaries Shall Serve as Acting Secretary
1335 R-1	6-22-55	Department of Agriculture Field Committee for Alaska
1335	8-7-53	Department of Agriculture Field Committee for Alaska
1333 R	5-25-59	Appointment of Board of Directors of Commodity Credit Corporation
1331 S-5	12-20-55	Designation of "Repoint" (Relocation Site) Records Security Officer
1324 R-2	12-13-55	Determination of Departmental Policy on Legislative Proposals
1323 S-11	5-15-59	Congressional Correspondence
1323 S-10	3-10-58	Central Coordination and Review of Secretarial Correspondence and Documents
1323 S-8	5-20-57	Acknowledging Letters Under Pink Jacket
1321	1-27-53	Availability of Files and Records to the General Accounting Office
1299 R-2	11-23-56	Department Nutrition Committee

<u>Number</u>	<u>Date</u>	<u>Subject</u>
1294 R-1	10-5-54	Departmental Grass and Legume Seed Committee
1287 R	7-11-58	Committee on Rural Sanitary Engineering
1264 R	4-16-59	Departmental Weed Committee
1230 S-4	9-10-56	Department Standards Committee
1230	9-24-48	American Standards Association
1223 R-4	3-15-55	Designation of Employment Policy Officer
968 R	8-22-57	Members of General Administration Board of the Graduate School


Ralph S. Roberts
Administrative Assistant Secretary

